

CANDIDATE	INTERVIEWER	DATE	STAGE
-----------	-------------	------	-------

INTERVIEW QUESTIONS · HR ADMINISTRATOR

1	What are some of your responsibilities as an HR Administrator?	12345	
2	Describe the process you use to onboard new employees.	12345	
3	How do you keep track of employee absences and time off?	12345	
4	How would you handle a difficult situation with an employee?	12345	
5	Can you tell me about when you had to negotiate a contract?	12345	
6	What software do you know how to use for HR purposes?	12345	
7	How do you stay current with changes in HR law and policy?	12345	
8	What are some of the challenges you face in your role?	12345	
9	Have you ever been responsible for payroll?	12345	
10	What systems are you familiar with, such as ATS or HRIS?	12345	

OVERALL ASSESSMENT

CRITERIA	SCORE (1-5)	NOTES
Educational Background Appropriate qualifications or training for the position.	12345	
Prior Work Experience Skills or qualifications acquired through past work.	12345	
Qualifications / Experience The technical skills the position actually needs.	12345	
Problem Solving Abilities Demonstrated critical problem-solving.	12345	
Communication Team building and communication skills.	12345	
Organizational Fit Would this hire steer the organization the right way?	12345	
Directional Fit A step forward, or backward, in their career?	12345	

RECOMMENDATION

☐ Advance ☐ Hold ☐ Decline

1 = well below the bar · 3 = meets it · 5 = clearly above it

AvaHR — hiring software for teams without a recruiter
Use the same scorecard for every candidate in this role.