

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · HR ASSISTANT

1	What experience do you have working for the human resource department?	1 2 3 4 5	
2	How would you handle difficult conversations or challenges with employees?	1 2 3 4 5	
3	Do you have experience administering benefits and payrolls?	1 2 3 4 5	
4	Describe your understanding of labor laws and regulations.	1 2 3 4 5	
5	What techniques do you use to ensure compliance with HR policies and procedures?	1 2 3 4 5	
6	Can you explain how your previous experiences equip you for this role?	1 2 3 4 5	
7	What strategies do you use when dealing with employee conflicts?	1 2 3 4 5	
8	How would you help maintain a positive work environment?	1 2 3 4 5	
9	Are you comfortable working with confidential information?	1 2 3 4 5	
10	How do you stay organized and manage your daily tasks?	1 2 3 4 5	
11	In what ways can you help the organization improve its HR procedures and processes?	1 2 3 4 5	

OVERALL ASSESSMENT

CRITERIA	SCORE (1-5)	NOTES
Educational Background Appropriate qualifications or training for the position.	1 2 3 4 5	
Prior Work Experience Skills or qualifications acquired through past work.	1 2 3 4 5	
Qualifications / Experience The technical skills the position actually needs.	1 2 3 4 5	
Problem Solving Abilities Demonstrated critical problem-solving.	1 2 3 4 5	
Communication Team building and communication skills.	1 2 3 4 5	
Organizational Fit Would this hire steer the organization the right way?	1 2 3 4 5	

CRITERIA

SCORE (1-5) NOTES

Directional Fit

A step forward, or backward, in their career?

① ② ③ ④ ⑤

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.