avaHR

HR Operations Manager Candidate Scorecard

Score every candidate against the same questions and criteria

CANDIDATE	INTERVIEWER	DATE	STAGE

INTERVIEW QUESTIONS · HR OPERATIONS MANAGER

1	Can you describe your experience with HR information systems and how you've contributed to process improvements?	① ② ③ ④ ⑤	
2	How do you stay updated with changing labor laws and regulations?	① ② ③ ④ ⑤	
3	How have you managed difficult employee relations issues in the past, and what was the outcome?	① ② ③ ④ ⑤	
4	Can you give an example of how you've streamlined an HR process to increase efficiency within the department?	① ② ③ ④ ⑤	
5	What experience do you have with overseeing benefits administration, and how do you ensure compliance with relevant laws and policies?	① ② ③ ④ ⑤	
6	Can you describe a situation where you were tasked with introducing a new HR policy? How did you manage the change among employees?	① ② ③ ④ ⑤	
7	How do you prioritize your tasks in a fast-paced work environment to ensure day-to-day HR operations run smoothly?	① ② ③ ④ ⑤	
8	What measures have you taken to ensure the accuracy and security of employee data within HR systems?	① ② ③ ④ ⑤	
9	In your experience, how important is the role of technology in HR operations, and how have you leveraged it to enhance efficiency?	① ② ③ ④ ⑤	
10	How do you approach the onboarding process for new hires to ensure they are fully integrated into the company culture?	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	

CRITERIA	SCORE (1–5)	NOTES
Organizational Fit Would this hire steer the organization the right way?	① ② ③ ④ ⑤	
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.