

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · HRIS ADMINISTRATOR

1	Can you describe your experience with various HRIS platforms?	1 2 3 4 5	
2	How do you ensure data accuracy and integrity within the HRIS?	1 2 3 4 5	
3	Can you give an example of a complex issue you've had to troubleshoot within an HRIS?	1 2 3 4 5	
4	How do you handle confidential information within the HRIS and ensure compliance with data security protocols?	1 2 3 4 5	
5	Describe a time when you had to train employees on a new HRIS. What strategies did you use to ensure the training was effective?	1 2 3 4 5	
6	How do you manage data migrations or system upgrades within an HRIS?	1 2 3 4 5	
7	What reporting tools are you familiar with, and how have you used them to support HR decision-making?	1 2 3 4 5	
8	How do you stay current with HR technology trends and updates to HRIS systems?	1 2 3 4 5	
9	Describe a project where you had to collaborate with IT and other departments to improve HRIS functionalities. What was the outcome?	1 2 3 4 5	
10	What steps do you take to customize the HRIS to meet the specific needs of the organization?	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?	<div>12345</div>	
Directional Fit A step forward, or backward, in their career?	<div>12345</div>	

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.