

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · HRIS ANALYST

1

Can you describe your experience with Human Resources Information Systems (HRIS) and which systems you are most familiar with?

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2

How do you ensure the accuracy and integrity of data within HRIS?

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Describe a time when you had to generate a complex report from the HRIS. What steps did you follow, and what were the results?

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What methods do you use to stay updated with the latest HR technologies and trends?

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Have you ever participated in implementing or upgrading an HRIS system? Please describe your role and the challenges you faced.

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How do you handle sensitive employee data, and what measures do you take to maintain confidentiality and data security?

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Can you explain how you approach troubleshooting system issues and give an example of a problem you solved?

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Describe your experience in providing training or support to HRIS users. How do you ensure that they effectively use the system?

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In your opinion, how does an HRIS contribute to strategic planning within the HR department?

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How do you prioritize and manage your tasks when dealing with multiple deadlines and system requests?

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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?	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.