

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · HRIS COORDINATOR

1	Can you describe your experience with different HRIS platforms and which ones you are most proficient in?	1 2 3 4 5	
2	How do you ensure data accuracy and integrity in an HRIS system?	1 2 3 4 5	
3	Can you provide an example of a complex problem you encountered with an HRIS system and how you resolved it?	1 2 3 4 5	
4	How do you approach training employees on the usage of the HRIS system?	1 2 3 4 5	
5	What strategies do you use to stay updated on the latest HRIS trends and technologies?	1 2 3 4 5	
6	Can you describe a time when you had to implement a system upgrade or new feature? How did you manage the process?	1 2 3 4 5	
7	How do you handle sensitive employee data and ensure compliance with relevant data protection regulations?	1 2 3 4 5	
8	What type of reports and analytics have you created in the past to support HR and management decisions?	1 2 3 4 5	
9	How do you prioritize and manage multiple tasks and projects related to HRIS systems?	1 2 3 4 5	
10	Can you discuss a time when you provided technical support for an HRIS system? What was the issue and how did you resolve it?	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>	<div></div> <div></div> <div></div>
Directional Fit A step forward, or backward, in their career?	<div>12345</div>	<div></div> <div></div> <div></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.