avaHR

HRIS Director Candidate Scorecard

Score every candidate against the same questions and criteria

CANDIDATE	INTERVIEWER	DATE	STAGE

INTERVIEW QUESTIONS · HRIS DIRECTOR

1	Can you describe your experience with implementing and configuring HRIS systems?	① ② ③ ④ ⑤	
2	How do you ensure data integrity and security within HRIS platforms?	① ② ③ ④ ⑤	
3	Can you provide an example of a complex problem you solved within an HRIS environment?	① ② ③ ④ ⑤	
4	How do you stay updated with the latest trends and technologies in HR systems?	① ② ③ ④ ⑤	
5	What strategies do you use to train HR staff on new systems and tools?	① ② ③ ④ ⑤	
6	Describe a time when you had to collaborate with IT to resolve a technical issue related to HRIS.	① ② ③ ④ ⑤	
7	How do you handle the integration of HRIS with other business systems within the organization?	① ② ③ ④ ⑤	
8	What key performance indicators (KPIs) do you use to measure the success of an HRIS implementation?	① ② ③ ④ ⑤	
9	Can you discuss your experience with compliance and ensuring HR systems meet legal and regulatory requirements?	① ② ③ ④ ⑤	
10	How do you prioritize and manage multiple HRIS projects simultaneously?	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.