avaHR

HRIS Manager Candidate Scorecard

Score every candidate against the same questions and criteria

CANDIDATE	INTERVIEWER	DATE	STAGE

INTERVIEW QUESTIONS · HRIS MANAGER

1	Can you describe your experience with implementing a new HRIS system?	① ② ③ ④ ⑤	
2	How do you ensure data security and compliance within an HRIS?	① ② ③ ④ ⑤	
3	What methods have you used in the past to train staff on using a new HRIS system effectively?	① ② ③ ④ ⑤	
4	Can you give an example of how you've used HRIS data to solve a business problem?	① ② ③ ④ ⑤	
5	How do you stay updated with the latest trends and updates in HR technology?	① ② ③ ④ ⑤	
6	What has been your most challenging HRIS project and how did you manage it?	① ② ③ ④ ⑤	
7	How do you prioritize and manage multiple HRIS-related tasks?	① ② ③ ④ ⑤	
8	In your opinion, what is the most impactful feature of an HRIS on HR operations?	① ② ③ ④ ⑤	
9	Have you had experience integrating other software tools with an HRIS? If so, can you explain the process and outcome?	① ② ③ ④ ⑤	
10	How do you handle user feedback and requests for system modifications or upgrades?	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.