

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · HRIS SPECIALIST

1	Can you describe your experience with configuring and maintaining Human Resource Information Systems (HRIS)?	12345	
2	How do you approach troubleshooting system issues, and can you provide an example of a problem you solved?	12345	
3	What strategies do you use to ensure data accuracy and integrity within an HRIS?	12345	
4	Describe a project where you customized an HRIS to meet specific organizational needs. What was the outcome?	12345	
5	How do you stay updated with the latest HR technology trends and HRIS software updates?	12345	
6	Can you discuss your experience in conducting HRIS training sessions for HR staff? What approach do you take to ensure effective learning?	12345	
7	How have you leveraged HRIS data to support an organization's decision-making process in a previous role?	12345	
8	In your opinion, what are the most critical features of an HRIS, and why?	12345	
9	Describe a challenging HRIS integration project you worked on. What were the challenges, and how did you overcome them?	12345	
10	How do you prioritize and manage multiple HRIS tasks and projects to meet deadlines?	12345	

OVERALL ASSESSMENT

CRITERIA	SCORE (1-5)	NOTES
Educational Background Appropriate qualifications or training for the position.	12345	
Prior Work Experience Skills or qualifications acquired through past work.	12345	
Qualifications / Experience The technical skills the position actually needs.	12345	
Problem Solving Abilities Demonstrated critical problem-solving.	12345	
Communication Team building and communication skills.	12345	

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.