

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · IT ADMINISTRATOR

1	What systems or software do you know how to administer?	12345	
2	How do you stay current on new technology and changes in the industry?	12345	
3	What is your experience working with teams and coordinating work efforts?--	12345	
4	What is your experience developing and implementing policies and procedures?	12345	
5	What challenges have you faced in the role of IT Administrator?	12345	
6	How would you go about diagnosing and resolving a problem with a computer system?	12345	
7	Describe a time when you had to manage multiple projects simultaneously.	12345	
8	What steps do you take to ensure data security and integrity?	12345	
9	What is your experience with disaster recovery planning?	12345	
10	Describe a time when you had to troubleshoot a complex issue.	12345	
11	How do you handle user support issues?	12345	
12	What is your experience with managing server deployments?	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	
Organizational Fit Would this hire steer the organization the right way?	12345	

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.