avaHR

IT Analyst Candidate Scorecard

Score every candidate against the same questions and criteria

CANDIDATE	INTERVIEWER	DATE	STAGE

INTERVIEW QUESTIONS · IT ANALYST

1	What experience do you have in IT analysis and problem-solving?	① ② ③ ④ ⑤	
2	How familiar are you with database software, coding languages, and web development tools?	① ② ③ ④ ⑤	
3	Can you describe your success in delivering projects on schedule and within budget criteria?	① ② ③ ④ ⑤	
4	What methods do you use for troubleshooting technical issues quickly?	① ② ③ ④ ⑤	
5	Do you have any experience leading teams or working collaboratively on projects?	① ② ③ ④ ⑤	
6	How do you stay up to date on new technology and industry trends?	① ② ③ ④ ⑤	
7	Are there any particular areas of IT analysis that you specialize in?	① ② ③ ④ ⑤	
8	What strategies have you implemented to ensure data security for your clients?	① ② ③ ④ ⑤	
9	Have you ever worked on a project that required the coordination of multiple stakeholders?	① ② ③ ④ ⑤	
10	What suggestions do you have for improving system processes and procedures?	① ② ③ ④ ⑤	
11	Are there any challenges or problems you encountered when developing solutions to complex IT issues?	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?	① ② ③ ④ ⑤	
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.