

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · JUNIOR COPYWRITER

1	What copywriting experience do you have?	1 2 3 4 5	
2	What is your process when writing copy?	1 2 3 4 5	
3	How would you incorporate feedback from an editor or client in your work?	1 2 3 4 5	
4	Are there any areas of copywriting that you specialize in?	1 2 3 4 5	
5	Do you have any experience with SEO writing, website design, or multimedia content creation?	1 2 3 4 5	
6	Describe a time that you faced a challenge while creating copy and how did you solve it?	1 2 3 4 5	
7	How do you stay up to date on the latest industry trends and technologies?	1 2 3 4 5	
8	What kind of copywriting elements do you think are important in crafting effective content?	1 2 3 4 5	
9	How would you measure the success of a project?	1 2 3 4 5	
10	What type of research have you done before writing copy?	1 2 3 4 5	
11	How do you stay organized with multiple projects at once?	1 2 3 4 5	
12	Have you ever had to work with tight deadlines and how did you handle it?	1 2 3 4 5	
13	Are there specific platforms or tools that make your job easier when writing copy?	1 2 3 4 5	
14	Do you work better independently or as part of a team? Why?	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	

CRITERIA	SCORE (1-5)	NOTES
Communication Team building and communication skills.	① ② ③ ④ ⑤	<hr/> <hr/>
Organizational Fit Would this hire steer the organization the right way?	① ② ③ ④ ⑤	<hr/> <hr/>
Directional Fit A step forward, or backward, in their career?	① ② ③ ④ ⑤	<hr/> <hr/>

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.