

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · LEGAL ASSISTANT

1	What type of law do you have the most experience with?	1 2 3 4 5	
2	Have you ever had to prepare for trial? If so, please describe the process.	1 2 3 4 5	
3	Do you have any experience doing paralegal work? If so, please describe what you did.	1 2 3 4 5	
4	What is your experience dealing with clients?	1 2 3 4 5	
5	Do you have any experience researching cases? If so, can you give me an example of a case you researched?	1 2 3 4 5	
6	What is your experience drafting documents? If so, can you give me an example of a document you drafted?	1 2 3 4 5	
7	Do you have any experience filing documents with the court? If so, can you give me an example of a document you filed?	1 2 3 4 5	
8	Have you ever had to appear in court? If so, please describe what happened.	1 2 3 4 5	
9	Are you familiar with the rules of evidence? If so, can you give me an example of a rule of evidence?	1 2 3 4 5	
10	Do you have any experience taking depositions? If so, can you give me an example of a deposition you took?	1 2 3 4 5	
11	What is your experience working with witnesses? If so, can you give me an example of a time when you had to work with a witness?	1 2 3 4 5	
12	Do you have any experience working on discovery? If so, can you give me an example of something you did related to discovery?	1 2 3 4 5	
13	What is your experience dealing with opposing counsel? If so, can you give me an example of a time when you had to deal with opposing counsel?	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	

CRITERIA	SCORE (1-5)	NOTES
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	
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.