

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · LEGAL SECRETARY

1	What experience do you have with legal paperwork?	1 2 3 4 5	
2	Describe your familiarity with court filing procedures.	1 2 3 4 5	
3	Are you familiar with relevant software programs like Microsoft Office Suite or Legal Documents Pro software?	1 2 3 4 5	
4	Are you comfortable working independently, or would you prefer more direction from the supervising attorney?	1 2 3 4 5	
5	What is your experience with client interaction?	1 2 3 4 5	
6	What strategies do you have to work in a fast-paced and highly stressful environment?	1 2 3 4 5	
7	Are you comfortable with multi-tasking, working under pressure, and meeting deadlines?	1 2 3 4 5	
8	How familiar are you with laws, regulations, and court procedures?	1 2 3 4 5	
9	Do you have any experience transcribing audio recordings or taking dictation?	1 2 3 4 5	
10	What type of customer service skills have you developed while working with clients or colleagues?	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	
Organizational Fit Would this hire steer the organization the right way?	1 2 3 4 5	

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.