

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · LOAN PROCESSOR

1	What experience do you have in the loan processing field?	12345	
2	Can you describe your experience with software programs used in the loan processing industry?	12345	
3	Are you familiar with the guidelines and regulations set by the government for lenders?	12345	
4	Have you ever dealt with a demanding customer or situation in your previous roles?	12345	
5	Describe how you would handle a situation where you had to meet a tight deadline.	12345	
6	What do you consider to be your strengths and weaknesses when it comes to loan processing?	12345	
7	Are you comfortable working with numbers and financial information?	12345	
8	What are the essential qualities of a successful loan processor?	12345	
9	How would you handle a situation where you were given conflicting information from two different departments?	12345	
10	Tell me about a time when you had to go above and beyond for a customer.	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.