

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · MAIL CLERK

1	How do you prioritize and organize incoming and outgoing mail efficiently?	12345	
2	Can you describe your experience with mailroom equipment and any relevant technologies?	12345	
3	How do you handle confidential or sensitive information in the mailroom?	12345	
4	Have you implemented any strategies to improve mailroom efficiency in your previous roles?	12345	
5	How do you ensure accuracy when sorting and delivering mail to different departments or individuals?	12345	
6	Can you share an example of a challenging situation you encountered in a mailroom and how you resolved it?	12345	
7	What steps do you take to maintain a neat and organized mailroom space?	12345	
8	How do you handle a high volume of mail or packages during peak periods?	12345	
9	Have you ever worked with electronic mail systems or tracking software for mail management?	12345	
10	How do you stay updated on changes in mail and shipping regulations or procedures?	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.