

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · MAIL SORTER

1

Can you describe your experience with mail sorting and any relevant equipment or systems you have used in previous roles?

12345

2

How do you prioritize and organize tasks when dealing with a high volume of incoming mail on a daily basis?

12345

3

What methods do you use to ensure accuracy in sorting and prevent errors in mail distribution?

12345

4

Can you share an example of a challenging situation you faced while sorting mail and how you successfully resolved it?

12345

5

How do you handle confidential or sensitive information when sorting and distributing mail to ensure privacy and compliance with organizational policies?

12345

6

In a fast-paced environment, how do you manage time efficiently to meet deadlines for mail processing and distribution?

12345

7

What steps do you take to stay updated on changes in mail sorting procedures or equipment, and how do you adapt to new technologies in your work?

12345

8

Describe a situation where you had to collaborate with team members or other departments to improve the efficiency of mail sorting and distribution.

12345

9

How do you handle instances of damaged or undeliverable mail, and what steps do you take to address these issues?

12345

10

Can you provide an example of a time when you identified a potential security concern in the mail sorting process and implemented measures to address it?

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	

CRITERIA	SCORE (1-5)	NOTES
Communication Team building and communication skills.	12345	
Organizational Fit Would this hire steer the organization the right way?	12345	
Directional Fit A step forward, or backward, in their career?	12345	

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.