

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · MERCHANDISE ASSOCIATE

1	What experience do you have with inventory management, and how do you ensure accuracy in stock levels?	1 2 3 4 5	
2	Can you describe a time when you had to arrange a store layout or display to improve sales? What was the outcome?	1 2 3 4 5	
3	How do you stay current with product trends and consumer preferences?	1 2 3 4 5	
4	Describe your approach to working with a team, especially in a fast-paced retail environment.	1 2 3 4 5	
5	How do you handle a situation where a popular product is out of stock, and a customer is unhappy?	1 2 3 4 5	
6	Could you share an experience where you had to participate in an inventory audit?	1 2 3 4 5	
7	Explain how you would set up a promotional event or sale in the store. What factors do you consider to ensure its success?	1 2 3 4 5	
8	How do you prioritize tasks on a busy day with multiple responsibilities, such as restocking, rearranging displays, and customer service?	1 2 3 4 5	
9	Can you provide an example of when you had to quickly learn about a new product and effectively communicate its benefits to customers?	1 2 3 4 5	
10	How do you assess the effectiveness of product displays, and what actions do you take if a display isn't performing as expected?	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	

CRITERIA

SCORE (1-5) NOTES

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.