

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · MORTGAGE CLOSER

1	What experience do you have with mortgage closings?	1 2 3 4 5	
2	What qualifications do you have that make you a good fit for this role?	1 2 3 4 5	
3	How well do you understand the loan closing process and associated regulations?	1 2 3 4 5	
4	Describe your approach to working under tight deadlines.	1 2 3 4 5	
5	Are there any specific areas of mortgage closing laws or regulations that you are particularly knowledgeable in?	1 2 3 4 5	
6	Have you ever encountered a difficult customer when performing loan closings, and how did you handle it?	1 2 3 4 5	
7	Have you ever worked with a lender or other financial institution to close a mortgage loan? If so, what was the process?	1 2 3 4 5	
8	What strategies do you use to ensure accuracy and efficiency when closing loans?	1 2 3 4 5	
9	Are there any systems or processes that you are familiar with for documenting and tracking mortgage loan information?	1 2 3 4 5	
10	What steps do you take to ensure accuracy on all paperwork?	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.