

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · OFFICE ASSISTANT

1	What experience do you have with word processing?	12345	
2	What experience do you have with data entry?	12345	
3	How would you describe your ability to work under pressure?	12345	
4	Have you ever had a customer service position? If so, please describe the situation.	12345	
5	Do you have any experience working in a team environment?	12345	
6	What are your computer skills like?	12345	
7	Are you comfortable working with customers or clients?	12345	
8	Do you have any experience handling customer complaints?	12345	
9	What computer programs are you proficient in using?	12345	
10	How would you describe your attention to detail?	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	
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.