

Score every candidate against the same questions and criteria

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · OFFICE CLERK

1	Could you please share your experience in data entry and administrative tasks? How have you ensured accuracy and efficiency in these areas in your previous roles?	1 2 3 4 5	
2	What strategies do you use to prioritize your work when you have multiple tasks to complete?	1 2 3 4 5	
3	How proficient are you with office software and technology? Can you provide examples of the types of software or systems you have used in the past?	1 2 3 4 5	
4	Can you give an example of a situation where you had to handle a difficult or upset customer or coworker over the phone? How did you handle it?	1 2 3 4 5	
5	In what ways have you supported other office staff in your previous roles?	1 2 3 4 5	
6	Describe a time when your organizational skills helped to improve office workflow or increase efficiency.	1 2 3 4 5	
7	How do you handle confidential information? Can you give an example of a time when you had to maintain confidentiality in your work?	1 2 3 4 5	
8	Can you explain your approach to team collaboration? How have you contributed to team goals in your previous positions?	1 2 3 4 5	
9	How do you manage your time and stay organized when facing a heavy workload or tight deadlines?	1 2 3 4 5	
10	Can you provide a testimonial or reference from a previous role that speaks to your skills and performance as an Office Clerk?	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	

CRITERIA	SCORE (1-5)	NOTES
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	
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.