

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · OFFICE MANAGER

1	What are the responsibilities of an Office Manager?	1 2 3 4 5	
2	What is the job outlook for Office Managers?	1 2 3 4 5	
3	What type of personality does well in an office manager role?	1 2 3 4 5	
4	How would you describe the ideal Office Manager candidate?	1 2 3 4 5	
5	Have you ever held a position as an Office Manager? If so, what were your responsibilities?	1 2 3 4 5	
6	Do you have any suggestions on how to become a successful Office Manager?	1 2 3 4 5	
7	What do you think are the key attributes of a successful Office Manager?	1 2 3 4 5	
8	What type of training or education do you think is necessary to be a successful Office Manager?	1 2 3 4 5	
9	What do you think are the biggest challenges faced by Office Managers?	1 2 3 4 5	
10	Do you know of any resources that would be helpful for someone in an Office Manager role?	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	
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.