

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · OPERATIONS ADMINISTRATOR

1

How do you streamline administrative processes to enhance overall operational efficiency within an organization?

12345

2

Can you provide examples of how you've managed office logistics and ensured a smooth workflow?

12345

3

Describe your experience in budget tracking and your role in financial aspects of operational management.

12345

4

How do you coordinate staff activities and ensure effective communication within an operational team?

12345

5

In what ways have you contributed to the development and implementation of organizational policies and procedures?

12345

6

Can you share your experience in preparing reports and maintaining accurate records to support operational decision-making?

12345

7

How do you handle challenges related to day-to-day operations and ensure effective problem resolution?

12345

8

Describe your approach to implementing strategic initiatives to improve overall organizational efficiency.

12345

9

What tools or software do you utilize for operations management, including scheduling, tracking, or reporting?

12345

10

How do you prioritize tasks and manage time effectively to handle the varied responsibilities of an Operations Administrator?

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	

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.