

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · OPERATIONS ASSISTANT

1

Can you describe your experience in coordinating daily operations and managing administrative tasks in a professional setting?

12345

2

How do you prioritize and organize tasks to ensure efficient workflow and meet deadlines in a fast-paced environment?

12345

3

Can you provide an example of a time when you successfully improved operational processes or streamlined workflows in your previous role?

12345

4

How do you approach communication and collaboration with different departments to ensure smooth coordination and information flow?

12345

5

What software or tools are you proficient in for handling tasks such as scheduling, data management, and project tracking?

12345

6

In what ways do you handle unexpected challenges or changes in priorities while maintaining operational efficiency?

12345

7

Describe your experience in handling basic financial tasks or responsibilities, such as budget tracking or expense reporting.

12345

8

How do you ensure accuracy and attention to detail when dealing with paperwork, reports, or other documentation in your role as an Operations Assistant?

12345

9

Can you share a situation where you demonstrated strong problem-solving skills in resolving operational issues or conflicts within a team?

12345

10

How do you stay updated on industry trends and best practices to contribute effectively to improving operational processes in the organization?

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.	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.