avaHR

# Operations Associate Candidate Scorecard

Score every candidate against the same questions and criteria

| CANDIDATE | INTERVIEWER | DATE | STAGE |
|---|---|---|---|
| | | | |

## INTERVIEW QUESTIONS · OPERATIONS ASSOCIATE

| | | | |
|---|---|---|---|
| 1 | What are your qualifications? | ① ② ③ ④ ⑤ | |
| 2 | What experience do you have in a similar role? | ① ② ③ ④ ⑤ | |
| 3 | What systems are you familiar with that would be helpful in this position? | ① ② ③ ④ ⑤ | |
| 4 | Tell me about a time when you had to handle a difficult situation. | ① ② ③ ④ ⑤ | |
| 5 | Can you give me an example of a project that you spearheaded? | ① ② ③ ④ ⑤ | |
| 6 | What do you think are the most important qualities for success in this role? | ① ② ③ ④ ⑤ | |
| 7 | What do you think are the biggest challenges someone in this role faces? | ① ② ③ ④ ⑤ | |
| 8 | Tell me about a time when you had to go above and beyond your job duties. | ① ② ③ ④ ⑤ | |
| 9 | Can you give me an example of when you had to troubleshoot a problem? | ① ② ③ ④ ⑤ | |

## OVERALL ASSESSMENT

| CRITERIA | SCORE (1–5) | NOTES |
|---|---|---|
| **Educational Background**<br>Appropriate qualifications or training for the position. | ① ② ③ ④ ⑤ | |
| **Prior Work Experience**<br>Skills or qualifications acquired through past work. | ① ② ③ ④ ⑤ | |
| **Qualifications / Experience**<br>The technical skills the position actually needs. | ① ② ③ ④ ⑤ | |
| **Problem Solving Abilities**<br>Demonstrated critical problem-solving. | ① ② ③ ④ ⑤ | |
| **Communication**<br>Team building and communication skills. | ① ② ③ ④ ⑤ | |
| **Organizational Fit**<br>Would this hire steer the organization the right way? | ① ② ③ ④ ⑤ | |
| **Directional Fit**<br>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.