

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · OPERATIONS SPECIALIST

1	How do you prioritize and manage multiple tasks to ensure efficient day-to-day operations?	1 2 3 4 5	
2	Can you share an experience where you successfully streamlined a process, leading to improved efficiency?	1 2 3 4 5	
3	How do you approach data analysis to identify areas for improvement and enhance operational performance?	1 2 3 4 5	
4	Describe a project you coordinated to optimize workflows and achieve organizational goals.	1 2 3 4 5	
5	In what ways have you contributed to enhancing overall productivity in your previous roles?	1 2 3 4 5	
6	How do you handle challenges in cross-departmental collaboration to achieve common operational objectives?	1 2 3 4 5	
7	Can you provide an example of a metric you monitored and successfully improved in a past position?	1 2 3 4 5	
8	How do you stay updated on industry best practices, and how do you incorporate them into your role?	1 2 3 4 5	
9	What strategies do you employ to ensure clear communication and coordination among team members?	1 2 3 4 5	
10	Share an experience where you had to adapt to unexpected changes in operations and implement effective solutions.	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.