

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · PARALEGAL

1	What experience do you have in the legal field?	1 2 3 4 5	
2	Have you ever handled a case independently?	1 2 3 4 5	
3	What type of law are you interested in?	1 2 3 4 5	
4	Tell me about a time when you had to deal with a difficult client or coworker.	1 2 3 4 5	
5	Describe your research process.	1 2 3 4 5	
6	What software programs are you familiar with using?	1 2 3 4 5	
7	How do you handle deadlines?	1 2 3 4 5	
8	What is your experience with e-discovery?	1 2 3 4 5	
9	Tell me about a time when you had to go above and beyond for a client.	1 2 3 4 5	
10	Describe a complex legal issue that you researched and wrote about.	1 2 3 4 5	
11	- Have you ever taken depositions? If so, tell me about the experience.	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.