

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · PERSONAL ASSISTANT

1	How do you handle tasks or projects that are given to you?	1 2 3 4 5	
2	Tell me about a time when you had to manage multiple priorities simultaneously.	1 2 3 4 5	
3	What type of personality do you think would be successful as a Personal Assistant?	1 2 3 4 5	
4	What do you think are the key qualities necessary to be a successful Personal Assistant?	1 2 3 4 5	
5	How would you describe your work style?	1 2 3 4 5	
6	How do you handle stress while working?	1 2 3 4 5	
7	What is your experience with handling confidential information?	1 2 3 4 5	
8	Tell me about a time when you had to deal with a difficult customer or client.	1 2 3 4 5	
9	What do you think is the most important skill for a Personal Assistant?	1 2 3 4 5	
10	How do you handle multiple phone lines and email accounts?	1 2 3 4 5	
11	What type of computer software are you familiar with?	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	

CRITERIA

SCORE (1-5) NOTES

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.