

CANDIDATE	INTERVIEWER	DATE	STAGE
INTERVIEW QUESTIONS · PROGRAM ASSISTANT			
1	Can you describe your experience in providing administrative support for programs?	1 2 3 4 5	
2	How do you prioritize tasks when coordinating multiple aspects of a program?	1 2 3 4 5	
3	Share an example of a challenging situation you've faced in program assistance and how you resolved it.	1 2 3 4 5	
4	How do you handle communication with various stakeholders involved in a program?	1 2 3 4 5	
5	Can you discuss your proficiency in using relevant software and tools for program management and documentation?	1 2 3 4 5	
6	Describe your approach to maintaining accurate records and databases for program-related information.	1 2 3 4 5	
7	How do you contribute to the planning and execution of events within the scope of a program?	1 2 3 4 5	
8	Can you share your experience in generating reports and tracking the progress of programs?	1 2 3 4 5	
9	How do you handle adjustments to program requirements or unforeseen challenges?	1 2 3 4 5	
10	Can you provide an example of a successful program you've assisted with and your specific contributions?	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		

CRITERIA	SCORE (1-5)	NOTES
Organizational Fit Would this hire steer the organization the right way?	<div>12345</div>	<div></div> <div></div> <div></div>
Directional Fit A step forward, or backward, in their career?	<div>12345</div>	<div></div> <div></div> <div></div>

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.