avaHR

Project Administrator Candidate Scorecard

Score every candidate against the same questions and criteria

CANDIDATE	INTERVIEWER	DATE	STAGE

INTERVIEW QUESTIONS · PROJECT ADMINISTRATOR

1	In a project setting, how do you handle prioritizing tasks and managing conflicting deadlines effectively?	① ② ③ ④ ⑤	
2	Can you describe your experience with project management tools and software? Which ones are you most proficient in?	① ② ③ ④ ⑤	
3	How do you ensure effective communication within a project team, and how do you handle conflicts or misunderstandings?	① ② ③ ④ ⑤	
4	Can you recount a challenging project experience? Describe how you overcame obstacles to ensure its successful delivery.	① ② ③ ④ ⑤	
5	What strategies do you employ to track and manage project budgets, and how do you handle cost overruns or unexpected expenses?	① ② ③ ④ ⑤	
6	How do you document and organize project-related information, and what systems or methodologies do you find most effective?	① ② ③ ④ ⑤	
7	Describe your approach to coordinating and leading project meetings. How do you keep participants engaged and ensure productive outcomes?	① ② ③ ④ ⑤	
8	How do you stay updated on industry best practices and advancements in project management, and how do you apply this knowledge to your work?	① ② ③ ④ ⑤	
9	Can you provide examples of successful collaboration with cross-functional teams or stakeholders in previous projects?	① ② ③ ④ ⑤	
10	In what ways do you contribute to maintaining a positive and motivated team atmosphere during the course of a project?	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.