

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · PROJECT ANALYST

1

Can you describe a challenging project you worked on and how you handled the difficulties?

1

2

3

4

5

2

What analytics tools do you use regularly, and how have they helped you in past projects?

1

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3

How do you ensure that a project is progressing as planned, and what steps do you take when it is not?

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Could you share an example of a project you successfully completed on time and within budget?

1

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How do you evaluate the requirements of a new project and formulate a strategy accordingly?

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6

Can you talk about a time when you identified a potential challenge before it became a problem?

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7

How do you handle troubleshooting when issues arise during a project? Can you provide examples?

1

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8

How have you used your analytical skills to contribute to a project's success?

1

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9

How do you manage communication within the project team and with stakeholders?

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10

Can you share any innovative strategies you have implemented to ensure project completion more efficiently?

1

2

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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?	12345	
Directional Fit A step forward, or backward, in their career?	12345	

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.