avaHR

Quality Analyst Candidate Scorecard

Score every candidate against the same questions and criteria

CANDIDATE	INTERVIEWER	DATE	STAGE

INTERVIEW QUESTIONS · QUALITY ANALYST

1	What is your experience with quality control?	① ② ③ ④ ⑤	
2	What are some of the challenges you have faced with quality assurance?	① ② ③ ④ ⑤	
3	Describe a time when you had to identify and solve a problem with poor quality.	① ② ③ ④ ⑤	
4	Tell us about a time when you had to implement or oversee a new process for quality control.	① ② ③ ④ ⑤	
5	How do you ensure that products meet the required standards?	① ② ③ ④ ⑤	
6	Can you provide an example of how you would defect a product?	① ② ③ ④ ⑤	
7	How do you develop quality metrics?	① ② ③ ④ ⑤	
8	What is your experience with root cause analysis?	① ② ③ ④ ⑤	
9	Describe a time when you had to investigate and solve a quality issue.	① ② ③ ④ ⑤	
10	Can you tell us about a time when you had to give feedback to a team member regarding their work quality?	① ② ③ ④ ⑤	
11	Have you ever led or been part of a project where Quality Assurance was critical?	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.