

CANDIDATE	INTERVIEWER	DATE	STAGE
-----------	-------------	------	-------

INTERVIEW QUESTIONS · SALES ADMINISTRATOR

1	How do you prioritize and handle multiple administrative tasks to ensure the smooth functioning of sales processes?	1 2 3 4 5	
2	Can you provide an example of a challenging situation you faced while processing orders and how you resolved it?	1 2 3 4 5	
3	What methods do you use to ensure accurate and efficient data entry in a fast-paced sales environment?	1 2 3 4 5	
4	Describe your approach to handling customer inquiries and resolving issues to ensure a positive customer experience.	1 2 3 4 5	
5	How do you coordinate with different departments to facilitate effective communication and seamless order fulfillment?	1 2 3 4 5	
6	Can you share your experience in generating and analyzing sales reports to track team performance and identify areas for improvement?	1 2 3 4 5	
7	How do you stay organized in a dynamic sales environment, and what tools or systems do you find most effective in your role?	1 2 3 4 5	
8	In what ways do you contribute to the development of streamlined processes to enhance the overall productivity of the sales team?	1 2 3 4 5	
9	Describe your communication style and how you ensure clear and efficient communication within the sales team and with customers.	1 2 3 4 5	
10	How do you handle confidential information and maintain data accuracy and integrity in your role as a Sales Administrator?	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.