

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · SALES OPERATIONS ASSISTANT

1	What experience do you have in sales operations?	1 2 3 4 5	
2	How proficient are you with computers, databases, and other software for sales reports?	1 2 3 4 5	
3	How well do you understand the principles of project management?	1 2 3 4 5	
4	What strategies have you used to improve team performance in past roles?	1 2 3 4 5	
5	Describe your experience with improving customer service processes.	1 2 3 4 5	
6	Are you able to work independently and with minimal direction on projects?	1 2 3 4 5	
7	Could you tell me about a situation where you had to manage competing priorities rapidly while under pressure?	1 2 3 4 5	
8	How do you stay organized and manage your workload?	1 2 3 4 5	
9	Are you able to effectively collaborate with sales, marketing, finance, and customer service teams?	1 2 3 4 5	
10	Do you have any experience working in a remote environment?	1 2 3 4 5	
11	What is the most challenging project that you have completed successfully?	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.