

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · SENIOR ADMINISTRATIVE ASSISTANT

1	Can you describe your experience with managing schedules and coordinating meetings at a senior level?	1 2 3 4 5	
2	How have you handled a challenging administrative situation in the past, and what was the outcome?	1 2 3 4 5	
3	How familiar are you with using digital tools for admin tasks, such as calendar management and file organization?	1 2 3 4 5	
4	Can you provide an example of a time when you had to multitask, and how you ensured every task was completed efficiently?	1 2 3 4 5	
5	How have you contributed to improving administrative processes in your previous roles?	1 2 3 4 5	
6	Can you describe a time when you dealt with a difficult client or colleague, and how you handled the situation?	1 2 3 4 5	
7	How do you prioritize your work when you're given multiple tasks with the same deadline?	1 2 3 4 5	
8	Could you describe a time when your attention to detail prevented a potential issue?	1 2 3 4 5	
9	Have you ever had to maintain confidentiality in your role, and how did you ensure it?	1 2 3 4 5	
10	Can you discuss how you've contributed to the creation of a positive team environment in your previous positions?	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.	12345	
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.