

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

INTERVIEW QUESTIONS · SENIOR EXECUTIVE ASSISTANT

1

Can you describe your experience with managing a senior executive's calendar?
How do you prioritize scheduling requests?

12345

2

How do you manage confidential information to ensure its security?

12345

3

Could you give an example of a project you managed from start to finish? What
was your strategy to ensure timely and successful completion?

12345

4

What strategies do you use to handle situations where you have to liaise between
the executive and other employees or external contacts? Can you provide an
example?

12345

5

How have you used your role to facilitate smoother operations within the
organization?

12345

6

What type of reports have you prepared in the past and what process did you
follow to ensure they were accurate and thorough?

12345

7

How do you handle a situation when the executive's schedule changes abruptly?

12345

8

Can you provide an example of a time when you had to use your problem-solving
skills to handle a complex issue?

12345

9

What are your strategies for staying organized and managing multiple tasks
simultaneously?

12345

10

How do you handle stressful situations and ensure that your work quality does
not suffer under pressure?

12345

OVERALL ASSESSMENT

CRITERIA	SCORE (1-5)	NOTES
Educational Background Appropriate qualifications or training for the position.	12345	
Prior Work Experience Skills or qualifications acquired through past work.	12345	
Qualifications / Experience The technical skills the position actually needs.	12345	
Problem Solving Abilities Demonstrated critical problem-solving.	12345	
Communication Team building and communication skills.	12345	

CRITERIA	SCORE (1-5)	NOTES
Organizational Fit Would this hire steer the organization the right way?	<div>12345</div>	<div></div> <div></div> <div></div>
Directional Fit A step forward, or backward, in their career?	<div>12345</div>	<div></div> <div></div> <div></div>

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.