

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · SYSTEMS ANALYST

1	What are your responsibilities as a Systems Analyst?	12345	
2	How would you describe your experience with systems analysis?	12345	
3	What is your experience working with various software applications?	12345	
4	Describe a time when you had to analyze and solve a complex problem.	12345	
5	Tell me about a time when you had to work with a difficult or challenging customer/client.	12345	
6	What is your experience with project management?	12345	
7	Have you ever designed or implemented a system? Tell me about it.	12345	
8	Can you tell me about a time when you had to debug a system? How did you go about it?	12345	
9	What is your experience with requirements gathering?	12345	
10	Can you tell me about a time when you had to gather requirements for a system? How did you go about it?	12345	
11	Have you ever created a requirements document for a system? Can you show me an example?	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	
Organizational Fit Would this hire steer the organization the right way?	12345	

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.