

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

INTERVIEW QUESTIONS · TRAVEL CONSULTANT

1	What experience do you have with travel planning?	1 2 3 4 5	
2	How familiar are you with flight, hotel, and car rental booking systems?	1 2 3 4 5	
3	Describe how you handle customer inquiries and complaints.	1 2 3 4 5	
4	What is your approach to organizing group tours/trips?	1 2 3 4 5	
5	Have you ever worked remotely or managed a remote team before?	1 2 3 4 5	
6	What would you do if a customer's travel plans changed at the last minute?	1 2 3 4 5	
7	How familiar are you with online tools for creating itineraries and booking flights/hotels?	1 2 3 4 5	
8	Are there any strategies that you use to ensure customer satisfaction?	1 2 3 4 5	
9	What steps do you take to stay updated with the latest developments in the travel industry?	1 2 3 4 5	
10	How do you guarantee customer safety when planning trips overseas?	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	
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.