

CANDIDATE	INTERVIEWER	DATE	STAGE
INTERVIEW QUESTIONS · VIRTUAL ASSISTANT			
1	Can you tell me about your previous experience as a virtual assistant and the types of tasks you handled?	12345	
2	How do you manage tasks with multiple deadlines to meet?	12345	
3	What communication tools and software are you proficient in using for remote work?	12345	
4	How do you ensure confidentiality and data security when handling sensitive information?	12345	
5	Can you provide an example of a challenging situation you encountered as a virtual assistant and how you resolved it?	12345	
6	How do you stay organized and maintain attention to detail while working remotely?	12345	
7	Describe a time when you had to learn a new software tool or process quickly. How did you approach it?	12345	
8	How do you handle communication with clients or team members in different time zones?	12345	
9	Can you share any strategies you use to stay motivated and focused while working independently?	12345	
10	What do you believe are the most important qualities of a successful virtual assistant, and how do you embody them in your work?	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?	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.