

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

INTERVIEW QUESTIONS · VOLUNTEER

1	What is your strategy for handling emergency situations?	1 2 3 4 5	
2	How many years of experience do you have in this field?	1 2 3 4 5	
3	What volunteer experience do you have?	1 2 3 4 5	
4	Why are you interested in this position?	1 2 3 4 5	
5	What makes you the best candidate for this position?	1 2 3 4 5	
6	What motivated you to apply for this job?	1 2 3 4 5	
7	How would you handle a situation where you were asked to do something outside your job duties?	1 2 3 4 5	
8	What is a typical day like working in this role?	1 2 3 4 5	
9	What are some common challenges that someone in this role might face?	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.