

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · WRITER

1	Describe your experience with writing and editing.	1 2 3 4 5	
2	How would you handle tight deadlines or strict feedback from clients?	1 2 3 4 5	
3	Are there any topics in particular that you enjoy writing about most?	1 2 3 4 5	
4	What strategies do you employ to help ensure the accuracy of your work?	1 2 3 4 5	
5	Can you provide examples of your written work, either published or unpublished pieces?	1 2 3 4 5	
6	Do you have any familiarity with SEO practices and how they could be applied to content creation?	1 2 3 4 5	
7	What kind of research methods do you use when making sure stories are factually accurate and up-to-date?	1 2 3 4 5	
8	How comfortable are you working collaboratively with other creatives on projects such as web design, video production, graphic design, etc.?	1 2 3 4 5	
9	Are there any challenges that arise with working remotely on writing projects, and how do you manage them?	1 2 3 4 5	
10	How comfortable are you working with deadlines and time constraints for certain tasks or projects?	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	

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.