

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · CORPORATE RECRUITER

1	Describe your approach to sourcing and recruiting candidates.	1 2 3 4 5	
2	What strategies have you implemented to facilitate a successful onboarding process?	1 2 3 4 5	
3	Have you ever implemented any creative recruiting campaigns or initiatives?	1 2 3 4 5	
4	Do you have any experience with employee engagement programs for new hires?	1 2 3 4 5	
5	How would you track the success of a recruitment campaign?	1 2 3 4 5	
6	What techniques do you use to ensure a candidate's qualifications align with the job requirements?	1 2 3 4 5	
7	How do you handle difficult conversations when turning down applicants?	1 2 3 4 5	
8	Describe your process for evaluating and selecting the best candidates.	1 2 3 4 5	
9	How do you prioritize tasks and manage multiple recruitment projects?	1 2 3 4 5	
10	How do you ensure that the interviewing process is consistently fair and ethical?	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.