

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · CORPORATE TRAINER

1	What experience do you have with creating and delivering training materials?	1 2 3 4 5	
2	How comfortable are you speaking to large groups of people in a professional setting?	1 2 3 4 5	
3	Are there any challenges that stand out in corporate training, and how would you approach them?	1 2 3 4 5	
4	How would you ensure the company's training initiatives are current and relevant?	1 2 3 4 5	
5	Are you comfortable working with a diverse range of stakeholders from multiple departments?	1 2 3 4 5	
6	What strategies do you use to develop compelling presentations and workshops?	1 2 3 4 5	
7	Do you have any experience creating online educational content or coursework?	1 2 3 4 5	
8	How will you measure the success of your corporate training programs?	1 2 3 4 5	
9	What methods do you use to assess learners' understanding and progress in a subject matter?	1 2 3 4 5	
10	Have you ever been responsible for developing corporate training objectives and setting goals for program outcomes?	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.