

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · EMPLOYEE RELATIONS SPECIALIST

1	How do you create harmonious relationships between employers and employees?	12345	
2	How would you handle a complex employee relations issue?	12345	
3	Are there any particular areas of labor law that you specialize in?	12345	
4	How do you maintain trust and respect during difficult conversations with coworkers or employers?	12345	
5	What strategies have you found to be effective in communicating with employees?	12345	
6	How do you make sure that all parties involved are equally heard during a dispute?	12345	
7	In what ways have you been successful in managing the employee relations process?	12345	
8	What methods of feedback have you used to improve a difficult employee relations situation?	12345	
9	What techniques do you use to maintain a positive work environment?	12345	
10	How have you managed the implementation of new policies or changes in corporate culture?	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	
Organizational Fit Would this hire steer the organization the right way?	12345	

CRITERIA	SCORE (1-5)	NOTES
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.