

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · EMPLOYMENT SPECIALIST

1	What experience do you have in employment specialist roles?	1 2 3 4 5	
2	How would you handle a job seeker who has been out of work for an extended period of time?	1 2 3 4 5	
3	Describe a typical day as an Employment Specialist.	1 2 3 4 5	
4	How do you stay up to date on industry trends and best practices?	1 2 3 4 5	
5	How does your knowledge/experience with labor laws affect your role as an Employment Specialist?	1 2 3 4 5	
6	What strategies do you use to help job seekers create impactful resumes and cover letters?	1 2 3 4 5	
7	How do you go about assessing a job seeker's skills and abilities?	1 2 3 4 5	
8	What techniques have you used to help job seekers build confidence during the job search process?	1 2 3 4 5	
9	How do you work with other members of an organization to further its mission in providing employment services?	1 2 3 4 5	
10	What challenges have you faced while working as an Employment Specialist?	1 2 3 4 5	
11	Describe your approach to helping job seekers overcome any obstacles that may arise during the job search process.	1 2 3 4 5	
12	How do you ensure that job seekers are matched with positions that best fit their skills and abilities?	1 2 3 4 5	
13	What strategies have you implemented to help employers find qualified candidates for open positions?	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	

CRITERIA	SCORE (1-5)	NOTES
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.