

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · EXECUTIVE RECRUITER

1	What are some of the most challenging positions that you have recruited for?	1 2 3 4 5	
2	Can you share a success story of a candidate that you placed in a senior-level position?	1 2 3 4 5	
3	What do you think sets successful candidates apart from the rest?	1 2 3 4 5	
4	How do you go about finding qualified candidates for senior-level positions?	1 2 3 4 5	
5	What industries do you specialize in recruiting for?	1 2 3 4 5	
6	Do you have any advice on how to prepare for an interview with an Executive Recruiter?	1 2 3 4 5	
7	What is your experience working with executive-level positions?	1 2 3 4 5	
8	Can you describe your process for finding qualified candidates?	1 2 3 4 5	
9	Have you had success placing candidates in roles within my industry?	1 2 3 4 5	
10	What type of research do you do before meeting with clients?	1 2 3 4 5	
11	What are the biggest challenges you've experienced while recruiting employees?	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.