

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · HR ASSOCIATE

1	What is your experience in human resources?	1 2 3 4 5	
2	What are the main responsibilities of an HR Associate?	1 2 3 4 5	
3	What do you think are the most important qualities of a successful HR Associate?	1 2 3 4 5	
4	How would you handle an employee relations issue?	1 2 3 4 5	
5	Describe a time when you had to manage difficult conversations with employees.	1 2 3 4 5	
6	Tell me about a time when you had to investigate an employee complaint.	1 2 3 4 5	
7	How would you handle an employee who is not performing well?	1 2 3 4 5	
8	What was the most difficult situation you faced as an HR Associate?	1 2 3 4 5	
9	Tell me about a time when you successfully recruited a new employee.	1 2 3 4 5	
10	Can you tell me about a company policy that you created or revised?	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.