

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · HR BUSINESS PARTNER

1	Can you describe a time when you had to develop a creative HR solution to align with business objectives?	1 2 3 4 5	
2	How do you stay informed on changes in employment laws and regulations, and how have you applied this knowledge in your past roles?	1 2 3 4 5	
3	Can you share an experience where you effectively mediated a workplace conflict and what was the outcome?	1 2 3 4 5	
4	Discuss a scenario where you implemented a talent management strategy that improved organizational performance.	1 2 3 4 5	
5	How have you approached designing and implementing HR policies in a previous position, and what impact did this have on the company culture?	1 2 3 4 5	
6	Describe your experience with performance management. How do you identify high performers and facilitate their career progression?	1 2 3 4 5	
7	What strategies do you employ to ensure HR initiatives support and align with overall business objectives?	1 2 3 4 5	
8	In your opinion, how can HR add the most value to an organization?	1 2 3 4 5	
9	Share an example where you had to persuade a manager or executive to take a different approach to an HR-related issue. How did you approach the situation, and what was the outcome?	1 2 3 4 5	
10	How do you measure the success of your HR initiatives and strategies, and can you provide an example of a successful outcome from one of these initiatives?	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	

CRITERIA	SCORE (1-5)	NOTES
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.