

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · HR CONSULTANT

1	Could you share your experience in developing and implementing HR strategies?	1 2 3 4 5	
2	How do you stay updated with the latest labor laws and regulations?	1 2 3 4 5	
3	What methods do you use for conflict resolution among employees?	1 2 3 4 5	
4	Can you give an example of a successful recruitment campaign you managed?	1 2 3 4 5	
5	What is your process for conducting a needs assessment for training and development programs?	1 2 3 4 5	
6	How do you handle situations where senior management disagrees with your HR recommendations?	1 2 3 4 5	
7	Can you discuss a time when you helped improve employee engagement and workplace culture?	1 2 3 4 5	
8	How do you ensure compliance with organizational policies and labor laws during audits?	1 2 3 4 5	
9	What strategies do you use to manage changes in organizational structure or culture?	1 2 3 4 5	
10	Can you provide an example of how you've used HR metrics to improve business outcomes?	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.