

CANDIDATE	INTERVIEWER	DATE	STAGE
-----------	-------------	------	-------

INTERVIEW QUESTIONS · HR DIRECTOR

1	What software and tools have you used for the HR department?	12345	
2	What do you think are the most critical challenges facing HR today?	12345	
3	How would you describe the culture of your previous company's HR department?	12345	
4	Describe a time when you had to handle a difficult situation in the workplace.	12345	
5	Can you tell me about a project you led in your previous role?	12345	
6	What qualities do you think make a successful HR Director?	12345	
7	Describe the recruitment process that you oversee.	12345	
8	What are your thoughts on employee retention?	12345	
9	How do you develop training programs for employees?	12345	
10	How do you stay current with the latest human resource trends and developments?	12345	

OVERALL ASSESSMENT

CRITERIA	SCORE (1-5)	NOTES
Educational Background Appropriate qualifications or training for the position.	12345	
Prior Work Experience Skills or qualifications acquired through past work.	12345	
Qualifications / Experience The technical skills the position actually needs.	12345	
Problem Solving Abilities Demonstrated critical problem-solving.	12345	
Communication Team building and communication skills.	12345	
Organizational Fit Would this hire steer the organization the right way?	12345	
Directional Fit A step forward, or backward, in their career?	12345	

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.