

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · HR GENERALIST

1	What is your experience with recruiting?	1 2 3 4 5	
2	What do you think are the most critical skills for an HR Generalist?	1 2 3 4 5	
3	What do you think makes a great HR team member?	1 2 3 4 5	
4	How would you describe your management style?	1 2 3 4 5	
5	What are your thoughts on employee retention?	1 2 3 4 5	
6	What do you know about recruiting and staffing?	1 2 3 4 5	
7	Describe how you would go about building employee morale in a department.	1 2 3 4 5	
8	Can you tell me when you successfully handled a problematic HR situation?	1 2 3 4 5	
9	What are the responsibilities of an HR Generalist?	1 2 3 4 5	
10	How do you handle onboarding new 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	
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.