

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · HR OFFICER

1	Could you share your experience in handling employee relations?	12345	
2	How do you keep up-to-date with labor laws and regulations?	12345	
3	Can you provide an example of a successful recruitment strategy you've implemented?	12345	
4	Describe a time you had to handle a difficult payroll issue. How did you resolve it?	12345	
5	How do you ensure compliance with company policies and labor laws?	12345	
6	Can you discuss a training and development program you coordinated that significantly impacted employee performance?	12345	
7	How do you manage confidential information and guarantee data privacy?	12345	
8	Can you describe your experience with HR software and technologies?	12345	
9	How do you approach performance reviews and feedback sessions with employees?	12345	
10	What steps do you take to foster diversity and inclusion within the workplace?	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.