

Score every candidate against the same questions and criteria

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · HR RECRUITER

1	Have you changed your recruiting strategy over time, and if yes, can you tell us how?	1 2 3 4 5	
2	What tools and techniques do you use for recruiting candidates?	1 2 3 4 5	
3	What do you think are the most critical stages in the process of recruitment?	1 2 3 4 5	
4	How familiar are you with applicant tracking systems?	1 2 3 4 5	
5	How do you keep up with current recruiting trends?	1 2 3 4 5	
6	What would you include in a job advertisement to attract prospective candidates?	1 2 3 4 5	
7	How do you measure the quality of hire?	1 2 3 4 5	
8	What do you think are the essential social media practices we should use?	1 2 3 4 5	
9	Why do you want to work for our company?	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.