

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · JUNIOR RECRUITER

1	Can you tell us about your previous experience in recruitment or a related field?	1 2 3 4 5	
2	How do you source candidates for open positions?	1 2 3 4 5	
3	What tools or software have you used for managing candidate information and tracking recruitment metrics?	1 2 3 4 5	
4	How do you ensure effective communication and coordination between candidates and senior recruiters?	1 2 3 4 5	
5	Describe a time when you faced a challenging recruitment situation. How did you handle it?	1 2 3 4 5	
6	How do you keep candidates engaged during the recruitment process?	1 2 3 4 5	
7	How do you stay updated with the latest trends and best practices in recruitment?	1 2 3 4 5	
8	Can you give an example of a time when you had to work under a tight deadline to fill a position?	1 2 3 4 5	
9	How do you handle feedback from hiring managers, and how do you incorporate it into your recruitment strategy?	1 2 3 4 5	
10	What qualities do you think are most important in a Junior Recruiter?	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.