

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · TALENT ACQUISITION MANAGER

1	What experience do you have in talent acquisition?	1 2 3 4 5	
2	Tell me about a time when you had to fill a vacancy quickly.	1 2 3 4 5	
3	Describe the process you use for sourcing candidates.	1 2 3 4 5	
4	What do you think are the most important qualities of a successful talent acquisition manager?	1 2 3 4 5	
5	How would you go about assessing the candidate's skills?	1 2 3 4 5	
6	Have you ever had to fire someone? If so, why and how did you go about it?	1 2 3 4 5	
7	How do you stay up-to-date with the latest trends and best practices in talent acquisition?	1 2 3 4 5	
8	Describe how you would go about sourcing candidates for a specific role.	1 2 3 4 5	
9	How do you develop and maintain relationships with potential candidates?	1 2 3 4 5	
10	Do you have experience managing a large team of recruiters and/or sources?	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.