

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · TALENT ACQUISITION SPECIALIST

1

Can you describe when you had to source a difficult-to-fill position and how you succeeded?

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3

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2

How do you measure the effectiveness of your recruitment strategies?

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What is your approach to building relationships with passive candidates?

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How do you ensure a positive candidate experience throughout the recruitment process?

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What do you think sets our company apart from competitors in terms of attracting talent?

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6

How do you stay updated on industry trends and new recruiting tools or platforms?

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7

Can you share an example of how you've effectively worked with hiring managers to fill a vacancy?

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How do you prioritize and manage your recruitment pipeline when handling multiple open positions?

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What strategies do you use to promote diversity and inclusion within the recruitment process?

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10

How do you assess a candidate's fit with the company culture during the interview process?

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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	

CRITERIA	SCORE (1-5)	NOTES
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.