

CANDIDATE	INTERVIEWER	DATE	STAGE
INTERVIEW QUESTIONS · TALENT DEVELOPMENT MANAGER			
1	Can you describe a training program you've designed and implemented? What was the impact of the program on the employees and the company?	12345	
2	How do you stay current with the latest trends and technologies in talent development and training?	12345	
3	What strategies do you employ to identify the training needs within a company?	12345	
4	How do you measure the effectiveness of training programs, and what metrics do you typically use?	12345	
5	Can you share an example of how you've adapted a training program based on feedback or changing company needs?	12345	
6	How do you balance the individual development needs of employees with the overall goals of the company?	12345	
7	What experience do you have with e-learning and digital training tools? Can you provide an example of how you've successfully implemented such tools?	12345	
8	How do you ensure that your training programs are inclusive and cater to a diverse workforce?	12345	
9	What's your approach to leadership development, and how do you tailor it to different levels within an organization?	12345	
10	Can you discuss a time when a training initiative did not achieve the desired results? What did you learn from that experience, and how did you address it?	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		

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.