

CANDIDATE	INTERVIEWER	DATE	STAGE
-----------	-------------	------	-------

INTERVIEW QUESTIONS · TALENT MANAGEMENT SPECIALIST

1

Can you describe a successful talent scouting strategy you've implemented in the past? What made it successful?

1

2

3

4

5

2

How do you ensure that a candidate not only fits the required role but the company culture as well?

1

2

3

4

5

3

Share an example of a time you had to deal with a difficult hiring manager. How did you handle it?

1

2

3

4

5

4

Discuss a training program that you've developed. What were the outcomes, and how did you measure its success?

1

2

3

4

5

5

What methods do you employ to keep yourself updated with the latest trends in talent management and recruitment?

1

2

3

4

5

6

How have you previously handled a situation where an employee did not meet their performance goals despite interventions?

1

2

3

4

5

7

What's your approach to setting measurable performance goals for employees? Can you provide an example?

1

2

3

4

5

8

Describe a time when you improved employee retention rates. What strategies did you use?

1

2

3

4

5

9

In your opinion, how does the role of a Talent Management Specialist influence an organization's overall success?

1

2

3

4

5

10

Can you give an example of how you've incorporated diversity and inclusion initiatives into your talent management strategies?

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	

CRITERIA	SCORE (1-5)	NOTES
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.