

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · TALENT SOURCER

1	Can you describe your experience with different sourcing tools and techniques?	12345	
2	How do you stay up-to-date with the latest trends and tools in talent sourcing?	12345	
3	Can you provide an example of a successful talent-sourcing campaign you managed?	12345	
4	How do you approach building and maintaining a talent pipeline?	12345	
5	What methods do you use to ensure diversity and inclusion in your talent sourcing?	12345	
6	How do you determine if a candidate is a good fit for a particular role?	12345	
7	Can you discuss a time when you had difficulty finding the right candidate for a role? How did you overcome it?	12345	
8	How do you collaborate with recruiters and hiring managers to understand job requirements?	12345	
9	What metrics do you use to measure the effectiveness of your sourcing efforts?	12345	
10	How do you handle confidentiality and sensitive information during the sourcing process?	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	
Organizational Fit Would this hire steer the organization the right way?	12345	

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.