

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · TRAINING SPECIALIST

1	What experience do you have as a training specialist?	1 2 3 4 5	
2	How would you go about designing and delivering an effective training program?	1 2 3 4 5	
3	Do you have any experience with virtual teaching platforms or tools?	1 2 3 4 5	
4	Have you ever created interactive learning materials for trainees?	1 2 3 4 5	
5	What strategies do you use to ensure participants engage in your training sessions?	1 2 3 4 5	
6	How do you measure the effectiveness of your training programs?	1 2 3 4 5	
7	What challenges have you encountered while delivering a training program, and how did you handle them?	1 2 3 4 5	
8	How do you motivate people not interested in learning new skills or concepts?	1 2 3 4 5	
9	How would you use technology to enhance the learning process for trainees?	1 2 3 4 5	
10	How would you evaluate the success of a training session or program?	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.