

H R C M

INTERVIEW QUESTION STARTER SHEET

Free structured-interview resource

HRCM | HUMAN RESOURCE CAPITAL MANAGEMENT

PROFESSIONAL HR TOOLS FOR GROWING BUSINESSES

01 HOW TO USE THIS RESOURCE

Ask every candidate for the same role the same core questions. Take job-related notes and rate responses against the requirements of the position.

QUICK TIP

Before interviewing, identify the 3-5 competencies that matter most. Avoid questions about protected personal characteristics, family plans, medical history or other non-job-related information.

Experience and motivation

- ☐ Tell us about the experience that best prepares you for this role.
- ☐ What interested you in this position and our organization?
- ☐ Which part of this role would require the most learning for you?

Work approach

- ☐ Describe a time you had to organize competing priorities. What did you do?
- ☐ Tell us about a problem you identified and how you addressed it.
- ☐ Give an example of how you communicated with someone who had a different perspective.

Performance and accountability

☐ Describe a goal you were responsible for and how you measured success.

☐ Tell us about feedback you received and what you did with it.

☐ Describe a mistake or setback and the steps you took afterward.

Role fit and close

☐ What tools, systems or methods have you used that relate to this role?

☐ What questions do you have about the role, team or expectations?

Simple rating guide

☐ 1 - Response does not demonstrate the required skill or experience

☐ 2 - Response shows limited evidence and would require significant support

☐ 3 - Response demonstrates solid, job-relevant capability

☐ 4 - Response demonstrates strong capability with clear, measurable examples

☐ 5 - Response demonstrates exceptional depth, judgment and impact

Important: This resource provides general educational information and is not legal advice. Requirements may vary by location and business circumstances.