

HR Recruiter Interview Questions and Answers PDF | Xobin [Downloaded]

We at Xobin reached out to over 60+ hiring teams to curate the best interview questions. We didn't stop there.

We went ahead to understand what type of answers differentiated top candidates from the rest. Here is what we've got you.

Role specific skills to look for- Proficiency in recruitment software, Legal HR Knowledge, etc.

Soft skills to look for- Communication skills, teamwork, etc.

Pro Tip : Always screen before you interview. Use [Online Assessment to screen applicants for the position of an HR recruiter](#) before blocking your time for an in-person interview.

Compilation of HR Recruiter Interview Questions

Role specific questions to ask an HR Recruiter



What are the HR systems that you are familiar with?

Purpose of this question : The question is designed to test the candidate's knowledge of their domain.

What to listen for in candidate response: Listen for specific HR systems that are essential to your company.



What is your understanding regarding the campus placements?

Purpose of this question : The question is designed to understand the scope of knowledge of the candidate.

What to listen for in candidate response: Listen for specific terms that explain the meaning of campus placements.



What is the best way of campus placements according to you?

Purpose of this question : The question helps in understanding the approach of the candidate towards campus placement.

What to listen for in candidate response: Pay attention to the approach of the candidate as to why they consider a particular way as the best way.



Tell us the differences between an offer letter and appointment letter.

Purpose of this question : The question tests the knowledge of the candidate as both these terms are very basic to the nature of their job role.

What to listen for in candidate response: Listen for specific terms which explain the meaning of two as well as differentiates them.



What are the tools that you use for the recruitment process and why?

Purpose of this question : The question helps in understanding how well the candidate does their job and which are the different ways they use it.

What to listen for in candidate response: Listen for the specific tools that the candidate mentioned in their answer.



Tell us your views regarding agile HR.

Purpose of this question : Agile HR is the new trend in HR which has been in the industry for a while now. This question helps in understanding if the candidate keeps up to date with the latest trends in their industry.

What to listen for in candidate response: Top candidates start by explaining the concept and move forward by explaining their personal views regarding the concept.



What is the most recent HR trend?

Purpose of this question : This question allows you to understand if the candidate is interested in the industry and has knowledge about it

What to listen for in candidate response: Listen for the trends that the candidate mentions and look for cues which show the candidate's interest in these concepts.



What are some of the qualities that an HR recruiter should have?

Purpose of this question : The question is designed to analyse the candidate's scope of knowledge.

What to listen for in candidate response: Listen for specific qualities that the candidate mentions.



What are the most common challenges in campus placements?

Purpose of this question : This question is designed to analyse the skills of the candidate.

What to listen for in candidate response: Listen for specific challenges that the candidate mentions and look for cues which show that they themselves have faced those challenges.



What is an applicant tracking system? Which is the best ATS according to you?

Purpose of this question : ATS is a really important concept in this domain. This question allows you to understand the scope of knowledge of the candidate.

What to listen for in candidate response: Pay attention to the understanding of the candidate of the concept

Situational Judgement Questions



What would you do if a deserving candidate rejects your offer?

Purpose of this question : The question is designed to test the candidate in a real life simulation of their job role.

What to listen for in candidate response: Pay attention to the approach of the candidate's answer.



What would you do if you had to choose between a candidate who is skilled but not educationally qualified and a candidate who is educationally qualified but is unskilled?

Purpose of this question : This question tests the ethical decision making of the candidate.

What to listen for in candidate response: Top candidates make an ethically rich decision and give a well backed reason for their answers.



What according to you is the worst mistake you ever made as a recruiter?

Purpose of this question : This question aims to understand the candidate's past experience.

What to listen for in candidate response: Top candidates explain their mistakes and tell what they learned from it.



What are your views regarding employee experience in an organization?

Purpose of this question : HR recruiter plays an important role in the employee experience of the company.

What to listen for in candidate response: Top candidates give their views regarding employee experience and explain how they've managed to improve employee experience in their past experience.



Tell us about a time when you were not so sure about hiring a candidate but still did it. How did it turn out?

Purpose of this question : This question helps in understanding the competence of the candidate.

What to listen for in candidate response: Candidates should thoroughly explain about such a situation (if they've experienced something like this).



Have you ever been biased towards a candidate?

Purpose of this question : The question is designed to measure the competence and ethical decision making of the candidate.

What to listen for in candidate response: Although the obvious response to this question should be 'no' , you should go deep into this question and try to understand if the candidate is saying the truth.



How have you evolved as a recruiter and what are the changes that you have made in your strategy over time?

Purpose of this question : The question helps in analysing the adaptiveness of the candidate.

What to listen for in candidate response: Top candidates explain a little about their previous strategies and how they changed from it to the new strategies.



How do you connect with the job applicants?

Purpose of this question : The question allows you to measure the competence of the candidate as recruitment is the key part of their job role.

What to listen for in candidate response: Top candidates explain their own personal ways of connecting with the candidates.



What are the most common job titles for which you've hired in the past? Tell us what you've learned from that.

Purpose of this question : The question tells us about the area of expertise of the candidate.

What to listen for in candidate response: Top candidates tell about their past experiences and talk about their area of expertise and what they've learned from it.

Start Optimizing your HR Recruiter Hiring today

Find and hire talent with confidence. If your candidate doesn't know the answer to the above questions and you're hiring for an HR specific position, then they're obviously not a great fit.

Prepared and Curated by Xobin Team

