

Recruiter Interview Questions And Answers Guide.



Global Guideline.

<https://globalguideline.com/>



Recruiter Job Interview Preparation Guide.

Question # 1

Tell us how do you know if a candidate is the right fit for a specific position?

Answer:-

As a recruiter, your primary role is to find new, qualified applicants. The interviewer wants to see if you do this successfully.

"Finding the right fit stems from knowing exactly what the position entails, the applicant's strengths and what characteristics the ideal candidate would possess. Once you have a concrete understanding of those things, finding the right person for the job comes naturally."

[Read More Answers.](#)

Question # 2

Tell us do you have leadership skills/experience as Recruiter?

Answer:-

This is one of the more concrete questions in a recruiting interview, which means answering it should be a little more straightforward. This is the time to talk about any clubs or teams you've started or belonged to. Specific experience works, too.

Talk about a time when you took the reins on a group project or organized others to accomplish something. Leadership means different things in different settings, so think about your own experiences and how it applies.

[Read More Answers.](#)

Question # 3

Tell us what did you like most about (a job on their resume)? What did you like least about this job?

Answer:-

Answers to these questions are very telling about candidates' motivation, personality and potential cultural fit. If the job they least liked has similar qualities as the job they're being interviewed for, then they're probably not going to be a good fit and likely won't stick around for long.

[Read More Answers.](#)

Question # 4

Suppose if they're not currently employed, I ask: Why did you leave your last role?

Answer:-

Finding out why someone left their last role tells a lot about the person's work performance and expectations. Red flags can already begin to emerge during this conversation, and it may help lead to more probing questions.

For example, if a candidate is looking for growth opportunities but hasn't sought project work or an increased workload in his or her current role, it may signal an unwillingness to work for a promotion while still expecting it.

[Read More Answers.](#)

Question # 5

Tell us what publications do you read to stay atop the recruiting industry?

Answer:-

Recruiting is an ever-changing industry that requires constant adoption. Top recruiters can adapt to those changes because they spend time each day staying informed about the industry they work in.

It doesn't matter so much what publications a recruiter reads, so long as they read something. A good follow-up question here is to ask the candidate about some specific developments in the industry they are currently interested in, to both ensure they actually are reading something and to hear their perspectives on innovative new recruiting concepts.

[Read More Answers.](#)

Question # 6

Tell us why are you leaving (did you leave) ABC?

Answer:-

* Laid off, company is moving or closing: easy to verify, typically has nothing to do with performance.



Recruiter Interview Questions And Answers

- * More money may be a legitimate reason for leaving: ask why they're ready for a bump up the pay scale
- * Taken on a lot more responsibility but haven't been compensated: a fair reason to leave
- * Their rent went up: might want to rethink this candidate
- * Looking for a new opportunity: might mean they're stuck in a dead-end job in a dead-end company and they're looking for more challenges. Or it might mean they don't get along with others and they want out. Ask for more specifics.
- * Management differences: could mean they work for a horrible boss (we've all had them) or they are being pressured to leave because of poor performance/attitude. Press for specific details.
- * Time for a change: the catchphrase of job-jumpers. If they can't give a legitimate reason, you might be re-filling that spot in a year when malaise sets in for them at your company.
- * Employer bad-mouthing: Yes, there are horrid bosses out there that great employees needn't tolerate. But there are ways to articulate the need to work for a quality company with a respectful management staff professionally. If they can't, you may be looking at the newest constant complainer at your company.

[Read More Answers.](#)

Question # 7

Tell us what kind of criticism have you been given by your managers in previous positions? How appropriate is that feedback?

Answer:-

The criticism I received in one of my previous positions was to not overextend myself. The feedback was fitting because I had the tendency to offer a helping hand to anyone in need. I have learned that you can't be everything for everybody. I was glad to receive this criticism early on so that the quality of my work didn't suffer due to spreading myself too thin. I think with all criticism it's important to assess the accuracy and see how you can learn and grow from it moving forward.

[Read More Answers.](#)

Question # 8

What are your strengths as Recruiter?

Answer:-

This question, while standard to most every interview, actually has a few specific right answers when it comes to recruiting. According to Weickgenannt, there are many questions hiring managers are looking to answer. "Are you money-motivated? Do you thrive in a fast-paced environment? Can you multitask?" This question gives you an opportunity to show that you are all of those things-and more, she says. Emphasize your ability to multitask even in a hectic setting. Talk about how you build relationships and are a quick learner. And don't just say what you are, show them. Speak eloquently and confidently to prove to the recruiter that these are among your many, many strengths.

[Read More Answers.](#)

Question # 9

Can you explain me about a time when you had to use your interpersonal skills to build a network of contacts to reach goals?

Answer:-

I'm looking for candidates to describe how they've done this in the past and how building a network helped them be successful. I'm also looking for creative or unique ways they've thought outside the box in order to get introduced to new contacts or reach their goals. How they answer this question allows me to understand their communication skills, as well as their ability to build rapport and long-term relationships with others.

[Read More Answers.](#)

Question # 10

Explain me what steps or techniques do you take to ensure you meet the commitments of your role?

Answer:-

Candidates' answers tell a lot about their follow-through on commitments and dedication to their jobs. Look for specifics in their responses. Dedicated, committed employees will be able to speak to their efforts to ensure they do a good job in their roles. They will speak to prioritizing tasks and managing their time.

[Read More Answers.](#)

Question # 11

Tell me how do you measure quality of hire?

Answer:-

This is a classic "there's no right answer" question, because the top minds in the industry have no right answer yet. In fact, when surveyed, talent leaders agreed that defining and accurately measuring quality of hire is one of their biggest challenges, with no one clear solution out there yet. That said, there's near universal agreement that quality of hire is the most important metric in recruiting (even though no one truly knows how to define it). So a great recruiting candidate should have a perspective, or at least a theory, on how to measure it and how they've tried measuring it. Their answer should give insight into both their thought process and their commitment to taking on the industry's biggest challenges.

[Read More Answers.](#)

Question # 12

Tell me did your level of responsibility grow or change while you were at ABC?

Answer:-

You're checking performance and flexibility. If they started out at the reception desk and rose through the ranks, they're probably a good employee. You're checking performance and flexibility. If they started out at the reception desk and rose through the ranks, they're probably a good employee. For some candidates this question isn't relevant, their duties can't change: a bus driver isn't going to be asked to drive a 747. But you might inquire whether they've mentored or trained others.

[Read More Answers.](#)

Question # 13



Recruiter Interview Questions And Answers

Do you know what are the most important characteristics for a recruiter to possess?

Answer:-

I would say the most important characteristic is maintaining a standard of professionalism. As recruiters, we must be a good representation of the company to new and prospective employees. Another characteristic that is equally important is the ability to network and build relationships successfully. It's rare that the perfect candidate comes our way through the traditional sense of submitting an application online right when we need them. The more people you know and know well, the larger the pool of talent to choose from. The last characteristic I would say is being observant. We must pay attention to small details so that we catch any red flags and screen candidates effectively.

[Read More Answers.](#)

Question # 14

Can you tell us what other positions are you currently interviewing for?

Answer:-

Not always, but oftentimes, if a candidate is interviewing with your company, he or she is also interviewing elsewhere. Finding out what other positions candidates are interviewing for provides you some additional insight. Are the roles they're applying for similar to yours or completely different?

A follow-up question asking what the candidate likes about the other positions he or she is interviewing for can be revealing as well. Candidates' responses can help you understand more about what they're truly looking for in a new position and may help you determine if the position you're hiring for matches their career goals.

[Read More Answers.](#)

Question # 15

Can you show me your LinkedIn and Twitter profiles?

Answer:-

Employer branding today is becoming as important as ever. It isn't just enough to post jobs or to InMail qualified candidates; you need to start building relationships with prospects digitally, so it is easier to source positions later.

Any candidate should have a strong LinkedIn profile, considering the importance of it in recruiting. Beyond that, they should use LinkedIn as a way to share content, join groups and participate in conversations; showing they understand the importance of branding as well.

Same goes for Twitter. A recruiting candidate with little-to-no professional social media presence outside of LinkedIn should not necessarily be disqualified; but one that really gets social media should be prioritized.

[Read More Answers.](#)

Question # 16

Basic Recruiter Job Interview Questions:

Answer:-

- * Describe your preferred mix of candidate sourcing methods. What has worked well for you? What do you no longer do?
- * What was difficult about sourcing in companies you've previously worked for?
- * List and describe your favorite tools for tracking and following up with candidates.
- * Which jobs do you think are the hardest to fill and why? Steer clear of obvious answers, e.g. "developers."
- * How do you approach interviews? What is your game plan? What are you trying to find out?
- * Talk about a hiring process from a previous company. What worked well? What didn't work well? What would you change?
- * Describe your experience with referral programs. How did rewards, technology, and engagement contribute to the overall performance of the program? Is there anything that you would change?
- * Here's our current time to hire, cost per hire, and success rate. What could we do to improve these? Where would you start?
- * Describe the common challenges of working with hiring managers.
- * What if you were asked to double the volume of your hires next year? What would you change about your process? How would you maintain the quality of your hiring?

[Read More Answers.](#)

Question # 17

General Recruiter Job Interview Questions:

Answer:-

- * Walk me through the steps you took recently to identify and attract high-performing candidates.
- * Here's a blank sheet of paper. Please draw your current organization chart and your place on it.
- * Tell me about the actions you took to recruit a high-level engineering (or sales, or marketing, or finance) executive to your organization.
- * Tell me about a time when social media sites like LinkedIn, Facebook, Twitter, YouTube, and Instagram didn't work for you.
- * Tell me about your experiences with LinkedIn ... when it worked well for you and when it did not.
- * Tell me about a recent time you prioritized candidates to enable the manager to make an informed hiring decision.
- * Give me an example of a key hire you made who affected the bottom line of the business.
- * Tell me about a time when you had to sell a candidate on the job.
- * Describe a situation when you struggled to support a particularly demanding hiring manager.
- * Tell me about a time you developed a workable relationship with an indecisive manager.
- * Give me specific examples of junior recruiters who've grown and developed as a result of your coaching.
- * Walk me through an experience you've had when your top candidate received a competing offer that was more money than yours.
- * Describe your biggest recruiting mistake, the impact it had on the business, and what you learned from it.
- * Walk me through the steps you take in checking candidate references.
- * Describe the steps you've taken to build a pipeline of promising performers.
- * Tell me about a time when you had to keep a promising candidate interested in your organization even when you didn't have a specific opportunity for them.

[Read More Answers.](#)

Question # 18

Professional Recruiter Job Interview Questions:

Answer:-



- * Tell me how you've used the strengths and skills that make you a strong candidate.
- * Give me an example of other opportunities you are considering and where you stand in their hiring process.
- * Give me specific examples of why this opportunity is appealing to you and your level of interest in it.
- * Tell me about something I should know that we haven't discussed so far.
- * Tell about the combination of your skills, knowledge, and experience that would cause you to hire yourself.

[Read More Answers.](#)

Question # 19

Fresh Recruiter Job Interview Questions:

Answer:-

- * Tell me about the events that led you to the recruiting profession.
- * Give me an example of your personal and professional goals and how recruiting fits into them.
- * Give me an example of your most rewarding recruiting experience.
- * Tell me about a specific recruiting assignment that was particularly challenging.
- * Give me examples of the circumstances that cause you to consider leaving your current company.
- * Tell me about the situations that have brought out the best in you.
- * Give me examples of conditions in your current position that do not play to your strengths.

[Read More Answers.](#)

Question # 20

Explain me what you liked best and least about working at ABC?

Answer:-

This helps you find what their passionate about, proudest of, what challenges them, and what they'll complain about. "Loved caring for people" is a great fit for that home health worker. "Hated dealing with the public" A-- not a good fit for your retail spot. Even if they're not working in their field of choice, every candidate should be able to tell you something they do that makes them proud.

[Read More Answers.](#)

Question # 21

Tell me how do you treat candidates who don't get the job?

Answer:-

Recruiters are often incentivized on how many reqs they close and the time in which they close them. Hence, some short-sighted recruiters often forgo providing a great candidate experience to the candidates they reject, and instead focus solely on the people who are left. Instead, the best candidates should make it clear they provide a strong experience to all candidates. For example, emailing candidates who apply, but don't get an interview. Calling candidates who interview, but don't get the job. And consistently updating candidates throughout the interview process, so the candidate isn't left constantly wondering where they stand.

[Read More Answers.](#)

Question # 22

Explain me what are your minimum salary requirements?

Answer:-

Very few applicants indicate their salary requirements on the front end for fear that they'll overprice themselves and be ruled out. But, if possible, I try to at least get them to give me a salary range. This way, if they're way over my budget, I don't waste my time or theirs.

[Read More Answers.](#)

Question # 23

Tell us about a time when you had a disagreement at work and how you handled it?

Answer:-

You can expand on this further by asking about a disagreement with a superior and/or a colleague. I like this question because it gives hiring managers insight into how candidates handle conflict at work. Are they naturally confrontational, quiet and secretly stewing or balanced when it comes to conflict? If they cannot give you an example, they may be hiding something.

[Read More Answers.](#)

Question # 24

Tell me what is your interviewing process?

Answer:-

My interviewing process has several components. First, and foremost, I watch non-verbal cues such as the candidate's attire, body language, handshake, etc. Next, along with asking standard interview questions I like to ask behavioral questions. I use these questions to assess things like time and stress management and professional accomplishments. Lastly, I use open-ended, non leading questions to find out more about the candidate's personality and see if they would fit well into our company culture.

[Read More Answers.](#)

Question # 25

Explain me about the last two times you used data to help you recruit?

Answer:-

Data is increasingly becoming more and more important in recruiting. It is also a way for recruiters to "swim upstream" and become more strategic partners with their hiring managers, by providing them strong talent pool data on where to recruit and what to expect.



Recruiter Interview Questions And Answers

A great candidate should have no trouble listing off the last two times they used data to recruit, perhaps using talent pool or industry reports. Conversely, candidates who have a tough time citing examples of how they use data to recruit are ones who are not using all the tools necessary to be successful.

[Read More Answers.](#)

Question # 26

Can you tell us what type of projects do you enjoy working on?

Answer:-

This helps gain deeper insight into candidates' motivation for their work.

Their answers can help gauge where their interests may align within the scope of the open position, in terms of the immediate needs of the role, and how their strengths can prove effective over the long term.

[Read More Answers.](#)

Question # 27

Explain me about at least one significant career achievement?

Answer:-

* Hitting or exceeding company goals: achievement-oriented

* Mastering a skill: growth-oriented

* Helping others: compassionate, possibly management-material

* Endless list of accomplishments: if you have to stop them at 15, they might be a bit arrogant.

* Hit a hole-in-one: While impressive, this probably has little to do with the position unless the candidate is interviewing to be a golf instructor. Answers like these suggest that work is not a priority or they forgot they were interviewing for a job - either way, red flag.

[Read More Answers.](#)

Question # 28

Explain me your relationship with your last three hiring managers?

Answer:-

Studies have found the single biggest factor in being a successful recruiter is consistently building strong relationships with hiring managers. And that means the recruiter acting as a partner in the hiring process, not just an order-taker.

By asking a candidate to walk through their relationship with their last three hiring managers, you'll get an inside look at how they handle that relationship. Do they describe the relationships as being authoritarian, where the hiring manager was leading the charge and the recruiter was being reactive to their demands?

[Read More Answers.](#)

Question # 29

Do you like working with people as Recruiter?

Answer:-

This question is key when it comes to recruiting. "Our product is people, and people are very unpredictable," Weickgenannt says.

That means you need to understand how to work with all kinds of people. So, to ace this question, communicate that you not only enjoy being a service-oriented team player, but also are skilled at handling the twists and turns of working with a range of personalities.

At the end of the day, Weickgenannt stresses, the most important qualification for a Staffing Recruiter boils down to essentially one quality. "We're looking for somebody who has very strong interpersonal skills," she says. "That's definitely the most important qualification for us. Someone who's able to connect with others and have strong communication."

[Read More Answers.](#)

Question # 30

Tell me what tools do you prefer to use for recruitment?

Answer:-

I think in such a digital age using technology and social media can be beneficial. I use LinkedIn primarily to find prospective candidates since that platform is geared towards the professional world. Also, I believe strongly in internal hiring. I think it's essential to take full advantage of the resources already available within the company. Additionally, I have a very extensive network to tap into when searching for new hires. I think it's vital to go above and beyond the bare minimum of just posting jobs and expecting the perfect candidate to come along.

[Read More Answers.](#)

Question # 31

Tell us what was the best job you've had and why?

Answer:-

The answer to this question can tell hiring managers a lot about the type of culture that candidates respond well to, as well as how they're motivated to work.

[Read More Answers.](#)

Question # 32

Tell us have you worked for our company in the past?

Answer:-

If candidates have worked for the company in the past, hiring managers will need to check rehire eligibility.

[Read More Answers.](#)

Question # 33



Tell me what do you want my hiring manager to know about you, specifically?

Answer:-

This question is a variation of "Why should I consider you for this role?" However, it is usually so unexpected that the responses are pretty telling. You quickly see what candidates value in their own experiences and gain a little more insight.

[Read More Answers.](#)

Question # 34

Explain me how do you like to be managed?

Answer:-

Asking this question helps hiring managers understand the level of responsibility that candidates are comfortable with, and will ultimately allow them to determine if their management style matches candidate expectations.

[Read More Answers.](#)

Question # 35

Tell us what would your current employer need to offer in order to keep you?

Answer:-

Your candidates' responses can tell you a lot about their current work situation and the likelihood that they will accept a new offer. This question even provides insight into the possibility of a counter offer from their current employer.

[Read More Answers.](#)

HR Most Popular Interview Topics.

- 1 : [General HR Frequently Asked Interview Questions and Answers Guide.](#)
- 2 : [Office Boy Frequently Asked Interview Questions and Answers Guide.](#)
- 3 : [Conflict Resolution Frequently Asked Interview Questions and Answers Guide.](#)
- 4 : [HR Assistant Frequently Asked Interview Questions and Answers Guide.](#)
- 5 : [Freshers HR Frequently Asked Interview Questions and Answers Guide.](#)
- 6 : [HR Officer Frequently Asked Interview Questions and Answers Guide.](#)
- 7 : [Sample HR interview Frequently Asked Interview Questions and Answers Guide.](#)
- 8 : [HR Business Partner Frequently Asked Interview Questions and Answers Guide.](#)
- 9 : [Admin Officer Frequently Asked Interview Questions and Answers Guide.](#)
- 10 : [HR Grievance Handling Frequently Asked Interview Questions and Answers Guide.](#)

About Global Guideline.

Global Guideline is a platform to develop your own skills with thousands of job interview questions and web tutorials for fresher's and experienced candidates. These interview questions and web tutorials will help you strengthen your technical skills, prepare for the interviews and quickly revise the concepts. Global Guideline invite you to unlock your potentials with thousands of [Interview Questions with Answers](#) and much more. Learn the most common technologies at Global Guideline. We will help you to explore the resources of the World Wide Web and develop your own skills from the basics to the advanced. Here you will learn anything quite easily and you will really enjoy while learning. Global Guideline will help you to become a professional and Expert, well prepared for the future.

* This PDF was generated from <https://GlobalGuideline.com> at **November 29th, 2023**

* If any answer or question is incorrect or inappropriate or you have correct answer or you found any problem in this document then don't hesitate feel free and [e-mail us](#) we will fix it.

You can follow us on FaceBook for latest Jobs, Updates and other interviews material.
www.facebook.com/InterviewQuestionsAnswers

Follow us on Twitter for latest Jobs and interview preparation guides
<https://twitter.com/InterviewGuide>

Best Of Luck.

Global Guideline Team
<https://GlobalGuideline.com>
Info@globalguideline.com