

Recruitment Manager / Talent Acquisition

This interview guide is intended to be used in conjunction with the Vervoe skills assessment. Where a candidate has scored Low - Medium on a skill, focus on asking more questions from that skill to gain deeper insight into their level of competency.

Assessment Score	HIGH MEDIUM LOW
Assessment Skills	Strategy, Stakeholder Engagement, Recruiting

Competency/Skill	Candidate with this will display
Stakeholder Engagement	<ul style="list-style-type: none"> • Demonstrates ability and confidence to liaise with and persuade stakeholders of varying levels internally and externally • Experience and confidence in managing tough relationships
Questions	
	Tell me about a particularly tough Hiring Manager that you have had experience working with. Why were they tough and how did you manage this relationship?
	How do you ensure you have trust or engagement from hiring managers to influence their hiring decisions?
	Tell us about a time where you have had to convince an internal stakeholder to get them on board or their buy in. (this could be with a new technology, initiative, candidate etc.)
	Tell me about a time where you have had to write a compelling business case to engage stakeholders on a new initiative or investment within Recruitment or Talent Acquisition.
Comments	

Competency/Skill	Candidate with this will display
Strategy	<ul style="list-style-type: none"> • Focuses on Recruitment/TA as big picture within a business • Ability and experience in devising plans to improve recruitment function, reduce costs and maximise candidate experience and efficiency of the team • Understands the importance of setting clearly defined goals for recruitment and measures these effectively
Questions	
	What's a recruitment tool or software you couldn't live without? Why?
	How would you improve an organisation's employer value proposition and

	branding to candidates in the market? Feel free to use previous examples.
	Tell me about a time where you have improved recruitment metrics in your previous roles. How did you know these were improved?
Comments	

Competency/Skill	Candidate with this will display
Recruiting	<ul style="list-style-type: none"> • Demonstrated experience in a previous internal recruitment or talent acquisition function • Understands the impact of recruitment on the overall business • Understands the importance of candidate experience on brand and prioritises candidate experience.

Questions	
	<p>Do you think recruitment or talent acquisition is one of the key functions of a business? Why/Why not?</p> <p>Tell us about a time where one of your recruits hasn't worked out in the role/team/company. Why didn't they? What did you learn?</p>
	How do you ensure you maintain diversity and inclusion in your strategy and recruitment activities?
	Tell me about a time where you have gone above and beyond for a candidate to ensure they had a positive recruitment experience.

Comments	