

Recruiter interview rubric

The rubric below assesses candidates based on five key competencies required for a successful recruiter.

Each competency is rated on a scale from 1 - Strong No to 4 - Strong Yes.

1 - Strong No	2 - No	3 - Yes	4 - Strong Yes
Candidate does not demonstrate this competency	Candidate shows minimal capability in this competency	Candidate meets expectations for this competency	Candidate exceeds expectations and excels in this competency

A great candidate will score at least 16/20, and a good candidate will score 14/20. However, if you have a specific need for a certain competency, a candidate who spikes in that skill but rates lower on a less relevant skill can still be considered.

Communication

CANDIDATE INTERACTION

Clearly and persuasively communicate job opportunities, company culture, and expectations to candidates. Actively listen to understand their needs and motivations.

INTERNAL COMMUNICATION

Liaise with hiring managers and team members to understand job requirements and provide recruitment updates. Write clear job descriptions and provide candidate feedback.

NEGOTIATION SKILLS

Act as intermediaries between candidates and employers, negotiating salary packages and other terms to satisfy both parties.

Sourcing

MARKET KNOWLEDGE

Understand the job market and where to find candidates using job boards, social media, professional networks, and other sourcing channels.

BOOLEAN SEARCH TECHNIQUES

Use advanced search techniques to find candidates in databases and on the internet.

TALENT POOL DEVELOPMENT

Build and maintain a pipeline of potential candidates through networking, industry events, and engaging with passive candidates.

Organization & process management

CANDIDATE TRACKING

Use an applicant tracking system (ATS) to keep detailed records of candidates, their status, and communications.

SCHEDULING

Manage interview schedules efficiently, ensuring all stakeholders are aligned.

c. Workflow Optimization: Develop and refine recruitment processes to improve efficiency and effectiveness from job posting to onboarding.

Adaptable

CHANGING PRIORITIES

Quickly shift focus and resources when hiring needs change due to new openings or company strategy shifts

NEW TOOLS AND TECHNIQUES

Stay current with new recruiting technologies and methodologies, and be willing to learn and implement them.

MARKET DYNAMICS

Adapt to fluctuations in the job market, such as changes in candidate availability or industry hiring trends.

Proactive

ANTICIPATING NEEDS

Identify potential hiring needs before they arise and prepare strategies to address them.

BUILDING RELATIONSHIPS

Continuously engage with potential candidates, even without immediate openings, to build a strong talent pipeline.

IMPROVEMENT INITIATIVES

Actively seek ways to improve the recruitment process, from candidate experience to internal workflows.

Competency	1 - Strong No	2 - No	3 - Yes	4 - Strong Yes
COMMUNICATION	Struggles to articulate company culture and product and engage in internal discussions.	Basic communication with limited clarity and impact on negotiations and discussions.	Communicates effectively, negotiates successfully, and drives productive internal conversations.	Excels in communication, highly persuasive, skilled negotiator, and significantly enhances internal processes.
SOURCING	Unfamiliar with key sourcing tools, lacks market knowledge, and ineffective in talent pool management.	Basic use of sourcing tools, limited market knowledge, and minimal impact on talent pool development.	Competent in using sourcing tools, good understanding of the market, and effective talent pool management.	Expert in leveraging tools, deep market insights, and exceptional talent pool development.
ORGANIZATION & PROCESS MANAGEMENT	Disorganized candidate tracking, unreliable scheduling, and lacks ability to optimize workflows.	Basic use of ATS, adequate scheduling with occasional issues, and minimal workflow improvements.	Efficient and reliable in candidate tracking, scheduling, and workflow optimization.	Highly organized, exceptional in scheduling, and significantly enhances workflow efficiency.
ADAPTABLE	Struggles with changing priorities, is resistant to new tools and processes, and is slow to adapt to market changes.	Manages changes with difficulty, adapts to new tools and processes with some challenges, and occasionally struggles with market shifts.	Adapts well to changing priorities, embraces new tools and processes, and navigates market dynamics effectively.	Excels in handling changing priorities, proactively seeks out and masters new tools and processes, and anticipates and responds to market shifts seamlessly.
PROACTIVE	Fails to anticipate recruitment needs, has poor relationship-building skills, and does not contribute to process improvements.	Occasionally anticipates needs, basic relationship-building with a limited network, and minimal contribution to process enhancements.	Regularly anticipates and prepares for needs, effectively builds and maintains relationships, and actively improves recruitment processes.	Proactively identifies and addresses recruitment needs ahead of time, exceptional relationship-builder with an extensive network, and continuously seeks and implements significant process improvements.