

# Recruitment Expert Job Interview Questions And Answers



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## Recruitment Expert Interview Questions And Answers Guide.

### Question - 1:

Explain how can I improve my interview skills?

#### Ans:

Ask for feedback. Consultants interview hundreds of people. They should be able to give you one or two pointers, and, if they are presenting you to their clients, it's in their interest to do so.

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### Question - 2:

Tell us will you present us to the client?

#### Ans:

Sometimes consultants will not present you and will not tell you why. A good consultant will tell you why they won't. A poor one will leave you hanging.

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### Question - 3:

Explain why is the role open?

#### Ans:

It's often worth asking this to find out if the role is a new one or you're replacing a leaver. If the role is new, it could mean the company is expanding, which indicates they are financially stable. However, it also means there could be some trial and error if no one has done this particular job before.

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### Question - 4:

Explain why did the last person leave?

#### Ans:

This gives you a sense of what may be available within a company. If the last person in the role was promoted, that's probably a good sign.

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### Question - 5:

Do you know what is the company's dress code?

#### Ans:

You want to appear to fit in with the company culture. If you dress too smart, you could be out of synch with the interviewer and the company; too casual and you'll risk appearing slovenly or unprofessional.

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### Question - 6:

Tell me what would get in the way of you presenting me to the client?

#### Ans:

This can open up a franker discussion about your quality as a candidate.

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### Question - 7:

Tell me how many other candidates will you present to the client, and how does my experience compare to theirs?

#### Ans:

With these questions, you get a sense of your worth in this equation plus how long it may take for them to make a decision about you.

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**Question - 8:**

Tell me how would you describe the working culture or the challenges?

**Ans:**

I emphasize asking "you." That brings the question back to their opinion, not what is written down in a job description. You may get a deeper insight that way. A consultant who is not familiar with the client, will probably refer you back to the job description. This should serve as a warning sign to do your own due diligence on the information they provide.

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**Question - 9:**

Tell me have you worked with this client for a long time?

**Ans:**

A good consulting relationship takes time to build. So you will want your consultant to at the very least have visited the client. If a consultant works for a long time with a client, they should know more about what makes the organization tick. However, sometimes the consultant's dealings with the client may be speculative. They may have called the client and suggested they have good candidates, then advertised. If you get a sense that this is the case, then you will need to ask more questions of their client before you make up your mind about a job.

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**Question - 10:**

Do you know what interview process can you expect with our client?

**Ans:**

What's their role in the hiring decision? Sometimes there will be two or three people interviewing you at various stages. Each has their own role to play. You need to establish what that is so you can prepare properly.

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**Question - 11:**

Tell me how has the recruiter presented you to their client?

**Ans:**

You'll (usually) be interviewed by someone your recruiter has previously had contact with, so it's worth finding out what information they have passed on.

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**Question - 12:**

Why should I hire you as Recruitment Consultant?

**Ans:**

This may seem like a trick question to many job candidates, but it really tells the potential employer what sets this person apart from the rest. This question may be difficult to practise ahead of time, as often the response is best phrased based on the flow of the interview itself. Listen and learn throughout, then use that information to ask the interviewing manager what they are looking for and play to that response in a relevant and honest way.

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**Question - 13:**

Why has the role Recruitment Consultant has been created?

**Ans:**

You want to get an understanding of the challenges you may face. Stepping into a newly created role is completely different to stepping into an existing role, with pre-defined measures of success.

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**Question - 14:**

Tell me how would your family/friends describe you?

**Ans:**

Another way of asking how you perceive yourself. Choose three or four adjectives that show the positive side of your personality, such as 'they would say I'm outgoing, reliable, hard-working and loyal'.

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**Question - 15:**

Explain what is poaching/ Raiding?

**Ans:**

Poaching in recruitment means hiring the employee of a competitor who is working in the same capacity as desired by you. This is a major challenge faced by the HR managers as it causes the leakage of talent from an organization and effects its productivity.

The employee is usually hired by offering him better salary and perks.

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**Question - 16:**

What has been your greatest achievement so far?

**Ans:**



This doesn't have to be work related. You can use example(s) from your working life, academic, sporting, extra-curricular, gap year, hobbies / interests etc... The interviewer is trying to find out if you are an achiever. Demonstrate how you achieved and how it has benefited you. Do you still use those skills?

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### Question - 17:

Why do you want this position as Recruitment Consultant?

#### Ans:

To answer this question, you must have researched the company and built a dossier. Reply with the company's attributes as you see them. Cap your answer with reference to your belief that the company can provide you with a stable and happy work environment - the company has that reputation, and that such an atmosphere would encourage your best work. Don't forget to mention what you can bring to the company also.

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### Question - 18:

Tell us some factors that affect the recruitment policy of a company?

#### Ans:

Various factors which can affect the recruitment policy of a company are:

- \* Its objectives
- \* Policies of the competitors
- \* Government laws - Social and economic
- \* Political environment
- \* Cost of recruitment
- \* Time available
- \* Preferred recruitment sources

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### Question - 19:

What is the recruitment process?

#### Ans:

The recruitment process tries to get the best manpower for the organization. It can be considered as the first strategic step towards the success of an organization.

The process consists of following major steps:

- \* Identifying the vacancy
- \* Preparing the job specifications and description of the potential candidate
- \* Advertising the requirement
- \* Receiving and managing the applications
- \* Short listing the candidates
- \* Arranging the interviews
- \* Conducting the interviews and deciding on the candidate

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### Question - 20:

Tell me what, do you feel, has been your greatest work related accomplishment?

#### Ans:

Keep your answers job related. If you exaggerate contributions to major projects, you will be accused of suffering from "coffee-machine syndrome," the affliction of a junior clerk who claimed success for an Apollo space mission based on his relationships with certain scientists, established at the coffee machine. You might begin your reply with: "Although I feel my biggest achievements are still ahead of me, I am proud of my involvement with . . . I made my contribution as part of that team and learned a lot in the process. We did it with hard work, concentration, and an eye for the bottom line."

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### Question - 21:

Explain how would you maximize your ROI on recruitment?

#### Ans:

Recruitment is a time and money consuming activity. In order to maximize the ROI through recruitment activities, a company should keep following things in mind:

- \* Clearly define the achievements you expect from the recruitment process. Establishing the clear goals doesn't leave a place for confusion in the system.
- \* Develop effective ways to measure critical results.
- \* Precise estimation of time and cost of recruitment.
- \* Ensure that the people working in the recruitment process are well trained.
- \* Estimate the tangible and intangible benefits that have come from the recruitment exercise.

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### Question - 22:

Why are you looking for a new position as Recruitment Consultant?

#### Ans:

The objective of this question is to make sure you're running toward something and not from something. Bad reasons are not getting along with your boss/colleagues or not being successful. Good reasons are wanting to specialize in a certain field, work for a particular company because of their reputation for excellence, etc.

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### Question - 23:



What are your strengths as Recruitment Consultant?

**Ans:**

We all have them, it's just acknowledging them in a proficient manner. Try to look at personal attributes such as 'I'm very resilient' or 'I'm a team player' then give examples and demonstrate how they could be a benefit to an employer.

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**Question - 24:**

Tell us what do you understand by "Equal Employment Opportunity"?

**Ans:**

Equal employment opportunity means an equal and fair treatment for all people. There is no discrimination among the employees or candidates on the basis of:

- \* race
- \* age
- \* sex
- \* marital status
- \* disability
- \* sexuality
- \* pregnancy

Equal employment Opportunities help in overall development of both the society as well as the organization. They help the organizations in creating a good image for themselves and discharging their social responsibilities.

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**Question - 25:**

Explain what type of management style do you feel comfortable work with?

**Ans:**

Whether interviewing for a management position or lower level this is an important question for the interviewer to understand how you work. Open door policy, team player with the ability to work alone and quick learner are important words here but it is important to know what way the company manage their staff. You can determine this through the image of the company brand and how people talk about the company on and offline. Understanding the management culture of the company and, if possible, the culture of the department you are interviewing for will allow you to recognise the management culture within the company leading to a better comprehension for if you want the position.

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**Question - 26:**

Tell me what is recruitment management system? What are its features and benefits?

**Ans:**

- \* Recruitment management system is a tool for effective management of recruitment process. It helps in quick, reliable, accurate and unbiased processing of various applications.
- \* The system helps in efficient management of system by automatically maintaining the database of candidates.
- \* It works as a good interface between various parties involved in the whole process
- \* It helps in better communication.

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**Question - 27:**

Why are you the best person for this job as Recruitment Consultant?

**Ans:**

Your answer will be short and to the point. It will highlight areas from your background that relate to current needs and problems. Recap the interviewer's description of the job, meeting it point by point with your skills. Finish your answer with something like: "I have the qualifications you need [itemise them], I'm a team player, I take direction, and I have the desire to be thoroughly successful."

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**Question - 28:**

Explain the difference between recruitment and selection?

**Ans:**

- \* Recruitment aims at searching for the talent and promoting the candidates to apply for the position while selection is the process of screening the candidates to fill a position with the most suitable candidate.
- \* Recruitment process get a pool of candidates for the selection process to work and choose the best one.
- \* Recruitment encourages more and more people to apply while selection eliminates unsuitable candidates to zero down on the best one.
- \* There is no contractual agreement between the employee and the employer in the recruitment process while after the selection a contract is agreed upon by the employee and the employer.

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**Question - 29:**

General Recruitment Consultant interview questions:

**Ans:**

- \* Why do you want this position?
- \* Why should you get this job?
- \* What can you contribute to this company?
- \* What are your greatest strengths and weaknesses?
- \* Who else have you applied to/got interviews with?



\* Have you got any questions?

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### Question - 30:

Standard Recruitment Consultant Job Interview Questions:

#### Ans:

- \* What sector are you working in at the moment?
- \* What roles are you typically filling on a day-to-day basis?
- \* Describe a typical day?
- \* What salary ranges are you typically working on?
- \* What was an average placement fee?
- \* What was your best month?
- \* What was your worst month?
- \* What was your largest placement value?
- \* How many people were you placing per month?
- \* How long were you on the phone each day?
- \* What is your current base Salary?
- \* What is your commission structure?
- \* What other benefits do you receive?
- \* Who did you report to?
- \* How are you targeted and how does that breakdown (KPI / Billings)?
- \* How much did you bill last year?
- \* What was your biggest month and when?
- \* Out of your team, where do you rank?
- \* What does the best person in the team do that you may not be doing?
- \* What is the typical sales cycle of a placement?
- \* What is your working hours?
- \* How did you prepare candidates for interview?
- \* How did you win new clients?
- \* How comfortable are you with cold-calling?
- \* Why are you looking to leave your current position?
- \* Describe a typical day?

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### Question - 31:

Scenario Based Recruitment Consultant interview questions:

#### Ans:

- \* How do you troubleshoot or problem solve? Do you use a specific process?
- \* Explain an achievement that required a lot of time and effort and what you did to reach it.
- \* Describe a time specifically when you did something ambitious in your previous position, the timeline of it and the goals you had to meet.

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### Question - 32:

Role-specific Recruitment Consultant Job Interview Questions:

#### Ans:

- \* What's your experience in sales? Have you worked in B2B?
- \* Are you comfortable with cold-calling?
- \* Why do you like recruitment?
- \* How familiar are you with databases?
- \* What are some ways you could use to source candidates?
- \* What screening techniques are you aware of?
- \* How would you rate your writing skills?
- \* Do you prefer working independently or under supervision?
- \* Do you use social media? How would you use them for recruiting or finding clients?

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### Question - 33:

Operational and Situational Recruitment Consultant Interview Questions:

#### Ans:

- \* How would you go about generating new business?
- \* What questions would you ask to understand the client's requirements?
- \* If an angry client called you to complain about a candidate you suggested, how would you handle it?
- \* How would you handle a candidate who isn't a good fit for the position they applied to?
- \* What would you do if you hadn't found any qualified applicants for a position and your client was getting impatient?
- \* Imagine a client wants to hire a candidate who you think won't be a good fit. How do you handle this? How would you "sell" someone you think is a great candidate to a company that has doubts?
- \* Can you persuade me to use your services in under three minutes?

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### Question - 34:

Trainee recruitment consultant interview questions:



**Ans:**

- \* Why do you want to work in recruitment?
- \* How long do you think it takes to reach the consultant role or the lead consultant role?
- \* Give an example of how you're competitive, and don't use athletics in your answer.
- \* Are you looking for a career that challenges you every day?
- \* Do you have experience of working in business-to-business sales?
- \* Sell me this pen.

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**Question - 35:**

Behavioral Recruitment Consultant Job Interview Questions:

**Ans:**

- \* Recall a time you had difficulties filling a position. How did you manage?
- \* Describe the most effective recruiter you've known
- \* Tell me about a time you failed to provide excellent customer service. What should you have done differently?
- \* Give me an example of a time you disagreed with a client. How did you resolve it?
- \* Recall a time you had to face a stressful situation. How did you manage?

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**Question - 36:**

Basic Recruitment Consultant Job Interview Questions:

**Ans:**

- \* Do you have an Executive Recruitment Brief and a Job Description? Why are they "hiring"? What's the team and reporting structure? What are the key challenges in the next 12 months in this role?
- \* What stages and assessment methods are there in the selection process? How involved are you in selection?
- \* How many CVs are you sending? Are you including me? Are there other agencies? Are there any internal candidates?
- \* Feedback on my CV? Likes and areas for improvement
- \* What's your personal track record at this level and in these industries?
- \* Do you meet your clients in person? HR or Business contacts?
- \* How would you describe the culture and environment with your client?
- \* Are any of your jobs retained, co-branded, exclusive or repeat business?
- \* How will we keep in touch?
- \* Would you like to meet me? Would you like any references?
- \* What are your organisations values? Why do you like your job?
- \* What can I do for you?

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**Question - 37:**

Explain how would you handle a situation where an employer that relies on psychometric testing wants to hire a candidate you believe would be a poor fit?

**Ans:**

This question is designed to draw out your understanding of the different factors that contribute to success. Your answer should demonstrate your ability to explain why it's a bad idea to hire on just one dimension...as well as your ability to do so diplomatically.

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**Question - 38:**

Explain what are the advantages of outsourcing the recruitment services?

**Ans:**

Many organizations outsource their recruitment services to the placement agencies. The main advantages of doing so are as follows:

- \* It allows the organizations to focus on core and strategic activities
- \* It leads to optimal use of resources and time
- \* It provides access to the expertise of the placement agents
- \* Reduction in recruitment cost

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**Question - 39:**

Explain biggest challenges / set backs you have faced?

**Ans:**

How have you dealt with them? What have you learned?

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**Question - 40:**

Explain the most successful recruiter at your current/previous firm?

**Ans:**

The purpose of this question is to find out whether you know what it takes to be successful as a recruitment consultant. Wrong answers are anything to do with luck, family connections, or being the boss's favourite. Good answers highlight the specific skills and characteristics that make that recruiter so extraordinary.

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### Question - 41:

Tell me what did you like/dislike about your last job?

#### Ans:

The interviewer is looking for incompatibilities. If a trial lawyer says he or she dislikes arguing a point with colleagues, such a statement will only weaken - if not immediately - destroy his or her candidacy. Most interviews start with a preamble by the interviewer about the company. Pay attention: That information will help you answer the question. In fact, any statement the interviewer makes about the job or corporation can be used to your advantage.

So, in answer, you liked everything about your last job. You might even say your company taught you the importance of certain attributes from the business, achievement, or professional profile. Criticising a prior employer is a warning flag that you could be a problem employee. No one intentionally hires trouble, and that's what's behind the question.

Keep your answer short and positive. You are allowed only one negative about past employers, and only then if your interviewer has a "hot button" about his or her department or company; if so, you will have written it down on your notepad. For example, the only thing your past employer could not offer might be something like "the ability to contribute more in different areas in the smaller environment you have here." You might continue with, "I really liked everything about the job. The reason I want to leave is to find a position where I can make a greater contribution. You see, I work for a large company that encourages specialisation of skills. The smaller environment you have here will, as I said, allow me to contribute far more in different areas."

Tell them what they want to hear - replay the hot button. Of course, if you interview with a large company, turn it around. "I work for a small company and don't get the time to specialise in one or two major areas."

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### Question - 42:

Tell me what are the elements of an effective recruitment strategy?

#### Ans:

The purpose of a recruitment strategy is to hire the best talent a company desires in a timely and cost effective manner. Following are the main elements of an effective recruitment strategy:

- \* Identifying the jobs
- \* Type of candidates required depending on their - performance, experience, domain knowledge.
- \* Sources to tap - job portals, campuses, competitor's employees, employee referral
- \* Assigned recruiters
- \* Process to evaluate and hire candidates

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### Question - 43:

Explain what should be the focus of recruitment policy of a company?

#### Ans:

A good recruitment policy helps the organization in developing an effective recruitment process. It can be termed as the first step in developing an efficient recruitment process. A recruitment policy defines the recruitment objectives and clearly defines the framework to work within.

A good recruitment policy should focus on:

- \* Being unbiased towards all candidates
- \* Recruiting the best talent
- \* Helping the employees identify their potential
- \* Promoting transparent, merit based selection
- \* Developing cost effective recruitment process
- \* Appointing an authority for final decision
- \* Being socially, politically, legally and economically friendly

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### Question - 44:

Explain where do you see yourself in three years time?

#### Ans:

The interviewer wants to know your motivations and career aspirations. Whilst wanting to progress is a natural desire, don't let this overshadow the job you are being interviewed for. Such as "I'd like to have established myself as a really successful recruitment consultant, be respected by the team and be progressing into a leadership role".

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### Question - 45:

Do you know what do Recruitment Consultants do?

#### Ans:

Recruitment Consultants are sales people. Recruitment Consultants sell themselves and their service to candidates and clients, ensuring that the needs of both are met in a professional manner. Good Recruitment consultants build long-term relationships at all levels and build an excellent reputation for themselves, becoming extremely knowledgeable in their field of expertise. They become someone businesses trust to give them advice on the most vital part of their organisation - People. People are what drive a company forward and make it successful. Recruitment Consultants shape the future of the corporate world.

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### Question - 46:

Tell me the process of recruitment through placement agents?

#### Ans:

The process of recruitment through placement agents consists of following steps:

- \* Brief the consultant about the profile and the candidate
- \* Placement consultant shortlist some candidates and sends the CVs
- \* Company's representative shortlists the CVs sent by consultants
- \* Interview is scheduled by the agent



- \* Interview conducted by the company's representative
- \* If the candidate is selected, he is given an offer after the negotiation else the consultant sends another candidate

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### Question - 47:

Explain what was your most challenging candidate, and why? What was the result?

#### Ans:

Some candidates think they're much better qualified than they are. With this question, your interviewer is trying to find out how you've handled those candidates in the past. This is different from "what would you do?", because it's looking for specific examples of what you've done in the past.

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### Question - 48:

Tell me why should they take you on? What will you bring to the role?

#### Ans:

It's really useful to have prepared a brief statement / Elevator pitch you can use.

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### Question - 49:

Tell me what's it like on the other side of the table? What's the difference between being a recruiter and being a candidate?

#### Ans:

The interviewer wants to know if you can transfer the things you've learned from being a recruiter to your position as a candidate. What recruiter competencies make you shine as a candidate? Conversely, what's completely different about being the candidate instead of the recruiter? Any answer that illustrates a realistic understanding of the recruitment and hiring process should be just fine. This question is just another way of making sure you know what you're doing.

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### Question - 50:

Do you know what is the Recruitment Process?

#### Ans:

Recruitment is a dual selling process. At all stages, it is your responsibility as a Recruitment Consultant to control the sales process for your candidates and clients, ensuring that you are making placements and earning yourself some good commission in the process!

There are many steps in the Recruitment process. These are outlined in brief below:

Initially in recruitment, the role is mostly phone based while you build your business generating clients and candidates through

\* Cold calling businesses to win their business

\* Generating candidates through networking, referrals, database searching, head hunting and lead generation.

This phone work is particularly important because as the industry moves at such a pace, the majority of your business will be carried out over the phone with some face-to-face client meetings and both internal and external candidate meetings.

You will be constantly gathering information by asking open questions to find out your client and candidate needs, matching the requirements, interviewing on the phone and face to face, arranging interviews, helping prepare and taking feedback from clients and candidates, managing offers and generally ensuring that the process runs smoothly for all parties!

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### Question - 51:

Tell us what would you like to be doing five years from now?

#### Ans:

The safest answer contains a desire to be regarded as a true professional and team player. As far as promotion, that depends on finding a manager with whom you can grow. Of course, you will ask what opportunities exist within the company before being any more specific: "From my research and what you have told me about the growth here, it seems operations is where the heavy emphasis is going to be. It seems that's where you need the effort and where I could contribute toward the company's goals." Or, "I have always felt that first-hand knowledge and experience open up opportunities that one might never have considered, so while at this point in time I plan to be a part of [e.g.] operations, it is reasonable to expect that other exciting opportunities will crop up in the meantime."

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### Question - 52:

Explain what challenges have you faced as a recruiter?

#### Ans:

Major challenges a recruiter faces are:

\* Lack of candidates in some particular domain

\* Changing trends of the market

\* Lack of self motivation

\* Lack of agility in the process

\* Lack of job prioritization

\* Lack of proper job analysis

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### Question - 53:

Tell me what is the purpose and importance of recruitment?

#### Ans:



The purpose of recruitment is to:

- \* Attract the maximum number of candidates to the organization and encourage them to apply
- \* Create strong database and select the best candidate for the position
- \* Ascertain the current and future manpower requirements of the organization
- \* Make the hiring exercise a cost effective one

Importance of recruitment is:

- \* To identify the potential candidates within the organization for future man power requirements
- \* To identify the outside candidates and hire them to meet the man power requirements
- \* To establish various sources of candidates
- \* To help in increasing the success of hiring process

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### Question - 54:

Explain how would you handle a candidate you wouldn't want to refer to any of your clients?

**Ans:**

The important thing to remember is that the client is the one who foots the bill. You never want to demoralize an applicant, but you can't waste the client's time by sending them candidates you know you wouldn't hire yourself. So this question is designed to determine whether you can diplomatically turn down an unsuitable candidate. There are several ways you can answer this question, but a solid standby is always, "We don't have anything that's a good fit right now, but we'll hang on to your resume and give you a call as soon as something pops up."

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### Question - 55:

Do you know what are the Rewards in Recruitment?

**Ans:**

Recruitment Consultancy is a growing and competitive industry. As a result, it gives you the opportunity to work within a very social environment with like-minded, driven and confident individuals. As most of your salary will be based around very generous, uncapped-commission schemes there tends to be a direct correlation between the amount of work that you put in and the size of your pay cheque. Such a meritocracy means that those who are willing to put in the most work will be rewarded with both a higher salary and also a faster-route to promotion!

All managers and directors started as trainees and simply worked their way up. The companies we work with have strong positive promotion cultures where they recruit a pool of graduate talent with a view to fast tracking trainees to positions of responsibility.

Recruitment offers the opportunity to learn both invaluable transferable skills and in-depth industry knowledge. You are likely to be working in a niche sector where you will come to understand the complexities and dynamics of particular markets whilst working with industry high-fliers. On that basis, you become a very valuable resource to your clients-you are a person in the know! The days are long but it is so fast-paced that the day goes in a blink of an eye. Finally, and probably most importantly, it offers you the opportunity to earn an incredible amount of money within a very short period of time!

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### Question - 56:

Tell me do you have many interests outside work?

**Ans:**

This is a nice question to allow interviewees to describe their likes and hobbies for the interviewer to decide if you will fit the culture of the company. Mentioning upskilling to a company who put emphasis on training and development or stating your fondness for team sport to a highly motivated sales team can be the icing on the cake but to understand what answer to give you must listen to the interviewer's description of the company and try and relate your interests to the role advertised.

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### Question - 57:

Explain what qualities would you look for in consultants before getting them on board for your recruitment activities?

**Ans:**

If a company decides to outsource its recruitment activities, it looks for a consultant to do this job. Following are the important qualities, a company should look for in the consultant before hiring them -

- \* Experience and expertise in the sector
- \* Resources they possess
- \* Achievements in the last projects
- \* Flexibility and adaptability
- \* Result orientation

[View All Answers](#)

### Question - 58:

Tell us what are the various internal and external sources of recruitment?

**Ans:**

There can be two kinds of sources of recruitment for organizations - Internal and External.

\* Internal recruitment - It means getting the candidate from within the organization to fulfil a vacancy. Internal recruitment can be done by:

- \* Transfer - transferring an employee from one location/ department to other.
- \* Promotion - Taking the employee higher up in the hierarchy
- \* Ex-employees - These could be the retired or retrenched employees
- \* Demotion - Lowering the position of an employee in the hierarchy for various reasons
- \* External recruitment - It means getting the absolutely new candidate to the company. The sources of these employees could be many:
  - \* Job notifications in the print/ online media
  - \* College campuses
  - \* Placement agents
  - \* Unsolicited applicants
  - \* Employee referral program



- \* Employment exchange
- \* Labour contractors

[View All Answers](#)

### Question - 59:

Tell us why you are looking to leave your current role?

#### Ans:

Avoid being negative about your current employer. Instead think about how the role you are interviewing for will offer you something which your current role does not. This could include more money, long term career development, working in a bigger team, being involved at an earlier stage of a company's growth, gaining an opportunity to take on management responsibilities, working in a new sector etc...

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### Question - 60:

Tell me what was your most challenging position to fill, and why? What was the result?

#### Ans:

Your interviewer wants to know that you've actually done the job and are able to handle any bumps in the road. You should be ready to talk about a less-than-ideal job that you were able to sell to a candidate by focusing on the (truthful!) positives.

[View All Answers](#)

### Question - 61:

Tell me what is it like to be a consultant and are you right for this job?

#### Ans:

Recruitment Consultancy is a fantastically rewarding career both personally and financially but don't be under any illusion - it is not an easy ride!

You will get out as much as you put in and you will have a direct influence over your career progression and salary, not something a lot of industries can boast about, which will either excite or terrify you.

Recruitment is a targeted role. These targets may be daily, weekly and monthly and may consist of KPI's (Key Performance Indicators) and revenue generation targets (billings). These targets act as signposts to help you come to grips with the various tasks that make up your role and you will be monitored closely and given lots of support to ensure you achieve these. As you become more confident and have a better understanding of what the role entails, your targets will be more related to your Commission or Bonuses. Are you the sort of person who enjoys a challenge and will take advice from others on how to achieve your goals?

Days in Recruitment are long-the average consultant will work from 8.30am to 6.00/7ish depending on workload and determination to succeed. If you want to do well, you are likely to want to work long hours and put in the ground work for your success. It can be very satisfying working that little bit extra and seeing your pay packet grow as a result. Are you someone who really wants to make that commitment to your future career?

Managing the many components of the role can be demanding. There are a lot of areas to juggle with many things happening all at once. This in itself can be very stressful and tiring. Do you thrive on having many things to do at once?

There can be many ups and downs in the role. When things are going well and you are making placements and taking home good commission it can be the best job in the world. However, sometimes things will not go your way. Sometimes people may not take jobs at the last minute, or a client may decide not to recruit and you will feel frustrated. At times you may feel that you are not being successful when making New Business Sales call; you may speak to someone who is not receptive to what you had to say. You may feel at times that things are not going well. How resilient are you? Are you the sort of person who will look at how you could be better at your job, who will pick themselves up from being down and try even harder to get to where you want to be?

Other things to think about as you consider this Career Path are; How much do you enjoy persuading other people to do things you want them to? How confident are you? How do you get on with different groups of people? Are you happy talking at lots of different levels? Do you want to become an expert in a field of business? If so, what area?

[View All Answers](#)

### Question - 62:

Tell me what is the toughest problem you've had to face, and how did you overcome it?

#### Ans:

The question looks for information on two fronts: How do you define difficult? and, what was your handling of the situation? You must have a story ready for this one in which the situation both was tough and allowed you to show yourself in a good light.

Avoid talking about problems that have to do with co-workers. You can talk about the difficult decision to fire someone, but emphasise that once you had examined the problem and reached a conclusion you acted quickly and professionally, with the best interests of the company at heart.

"What are some of the things that bother you?" "What are your pet hates?" "Tell me about the last time you felt anger on the job." These questions are so similar that they can be treated as one. It is tremendously important that you show you can remain calm. Most of us have seen a colleague lose his or her cool on occasion - not a pretty sight and one that every sensible employer wants to avoid.

This question comes up more and more often the higher up the corporate ladder you climb, and the more frequent your contact with clients and the general public. To answer it, find something that angers conscientious workers. "I enjoy my work and believe in giving value to my employer. Dealing with clock-watchers and the ones who regularly get sick on Mondays and Fridays really bothers me, but it's not something that gets me angry or anything like that." An answer of this nature will help you much more than the kind given by a California engineer, who went on for some minutes about how he hated the small-mindedness of people who don't like pet rabbits in the office.

[View All Answers](#)

### Question - 63:

Tell us what are the main components of a recruitment policy?

#### Ans:

The main components of a recruitment policy are:

- \* Terms of recruitment
- \* Sources of recruitment
- \* Using the services of placement agents
- \* Payment terms and conditions for placement agents
- \* Recruitment of contractual employees
- \* Obtaining requirements from departments



- \* Selection process
- \* Employment terms and conditions

[View All Answers](#)

### Question - 64:

What are your weaknesses as Recruitment Consultant?

#### Ans:

The interviewer wants to see how self-aware you are. Don't use personal weaknesses such as 'I find it hard to get out of bed in the morning'. A weakness can also be a strength. Use a professional weakness such as lack of experience (training can always overcome that) or one that can be turned around into a strength such as 'I'm very focused on achieving targets at work, so sometimes people can think I'm ignoring them'.

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### Question - 65:

Tell me why recruitment?

#### Ans:

This question is designed to test your suitability for the position. Your answer should focus on your desire to help both candidates and employers achieve success. You also want to illustrate your ability to sense which candidate would be a good fit for which employer. The wrong answer? "Well, I've been on a lot of interviews, so I thought I'd give it a try from the other side of the table."

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### Question - 66:

Suppose you are required to recruit expats, what qualities will you try to judge during the interview?

#### Ans:

When there is a shortage of skills and talents at a particular geographical location, the company tries to hire people from other geographical locations. These people are called expats. Sometimes the companies require only expats for certain positions - depending on their recruitment strategy. While hiring expats it is important to judge following qualities in them:

- \* Professional qualifications and expertise
- \* Adaptability and Flexibility
- \* Cultural sensitivity
- \* Family conditions
- \* Open mindedness
- \* Any past international work experience
- \* Level of self-motivation

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### Question - 67:

Explain the e-recruitment techniques. What are the advantages of e-recruitment?

#### Ans:

E-recruitment means using internet for the recruitment services.

Three main techniques used in e-recruitment are:

- \* Advertising on job portals
- \* Building a recruitment section on company's website.
- \* Screening the database of candidates on job portals

The advantages of e-recruitment are:

- \* Lower cost of advertising the job openings
- \* Helps in saving time
- \* Large pool of candidates to choose from
- \* Day in - day out access to the database
- \* Screening the database brings in only relevant candidates
- \* Paper less process - more organised

[View All Answers](#)

### Question - 68:

What are the internal and external factors affecting recruitment?

#### Ans:

There can be various internal and external factors which affect the recruitment process.

Internal factors - The factors which are under the control of organization are called internal factors.

These could be -

- i.) Recruitment policy of the organization
- ii.) Human Resource Planning
- iii.) Expansion plans
- iv.) Cost of recruitment

External factors - These are the factors which are not under the control of the organization.

These could be -

- i.) Availability of talent
- ii.) Brand image of the organization
- iii.) Politico-social environment
- iv.) Legal conditions
- v.) Economic condition of the market
- vi.) Recruitment policy of the competitors



[View All Answers](#)

**Question - 69:**

Tell me what is Recruitment?

**Ans:**

Recruitment is the process of identifying, screening and hiring the most suitable candidate for a job vacancy. The candidate might be hired internally or from external sources. The process must be performed in timely and cost effective manner. It can also be termed as a process linking the employers and the employees.

[View All Answers](#)

**Question - 70:**

Let's do a role play. Suppose you're a recruiter trying to find out if I'm qualified for the position I hold now. What questions would you ask?

**Ans:**

This is another question designed to learn more about both your technical competence and your overall suitability for the job. Do you know which questions to ask? Are you intimidated by interviewing someone for a job they already have? If you're nervous, how do you compensate? Your interviewer is looking for proof that you know the job, that you can think on your feet, and that you know how to handle yourself in high-pressure situations.

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**Question - 71:**

Tell me how would you handle a candidate who was clearly unqualified?

**Ans:**

With this question, your interviewer is trying to find out whether you can focus on the needs of the employer without humiliating the candidate. You don't want to send the employer candidates who are clearly unsuitable, but you want to try to preserve the applicant's confidence, too. One way to answer that question is something like this: "I know this company pretty well, and I just don't think you'd be a good fit for each other. I'll look through all of our other open positions and see if there's a better match. In the meantime, you may want to consider doing X (something that provides either further credentials or additional experience)."

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**Question - 72:**

Tell me starting off in Recruitment?

**Ans:**

Entry-level into Recruitment will be as a Resourcer/Researcher or as a Trainee Consultant. Training will vary between companies but all GGL clients have been picked because they offer excellent training programs. Many of our clients have achieved Investors in People status. Most companies will initially give you a mix of on-the-job, internal and external training conducted by recruitment and industry specialists with the aim of arming you with the necessary tools and expertise to put you at the top of your game and ahead of your competitors. Typically in the initial stages of your role, you will be more candidate focused and your role will be to generate candidates until you learn and become more comfortable in your sector. This is where your natural persuasion skills will come into play as you gain the candidates trust and exclusivity to use the services of yourself and your company only.

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