Human Resources Management
Technical Interview Questions

General Questions

1. Tell me why you chose Human Resource Management as your profession.
2. Do you have a personal philosophy about HR management?
3. What do you like most about HR? What do you like least, and what do you find the most challenging?
4. During your experience of working in HR (if you had one), to which positions have you reported and which reporting structure do you prefer?
5. How do you stay current with changes in employment laws, practices and other HR issues?
6. An employee tells you about a sexual harassment allegation but then tells you they don't want to do anything about it; they just thought you should know. How do you respond?
7. Describe the most difficult employee relations situation you have had to handle, how it was resolved or not, and why.
8. What would you do to help your prospective human resources department to become a strategic partner?
9. As HR professionals, we often deal with legal and ethical situations. Tell me about an ethical situation you have encountered and what part you took in resolving it. Tell me about any illegal discrimination charges you have handled and how these were resolved.
10. Tell me about your policy development experiences. What employment policies have you developed or revised? What is your experience in compiling or revising an Employee Handbook?
11. Describe your knowledge of/involvement with progressive discipline.
13. Tell me about your experience in training and developing your employees or managers.
14. Tell me about training and development programs you have developed.
15. Have you ever worked in a Union Environment? What were the positives/negatives?
16. Imagine that a manager wants you as an HR professional to terminate an employee in contrast to your company's termination policy. How would you resolved this?
17. Describe to me in a few sentences the purpose of the following basic Federal regulations: (select one or more, as applicable) Title VII/Civil Rights Act, FLSA, WC, FMLA, ADA

Recruiting:

1. How much recruiting experience do you have? What type of positions have you recruited for in the past?
2. Discuss why you feel that Human Resources/Recruiting is the right profession for you.
3. List your experience with and/or knowledge of Affirmative Action Planning and Applicant Flow reporting.
4. What recruiting tool do you consider to be most valuable to you? Explain.
5. What do you consider to be your greatest talent as it relates to recruiting?
6. What do you consider to be the most challenging aspect of corporate recruiting?
7. Can you work extended hours when needed?
8. What is the most unique or non-traditional recruiting approach you have tried? Was it successful? Why or why not?
9. Are you familiar with full cycle recruiting?
10. How would you develop relationships with line managers?
11. Have you ever developed a staffing plan?
12. Tell me about internal job posting process.
13. If you were to fulfill diversity initiatives at your company tell me about staffing efforts that you would undertake?

Benefits:

1. Provide me with an overview of employee benefit enrollment process at your previous organization. What duties were you responsible for within this process?
2. How did/would you communicate benefit updates to employees?
3. Tell me about a time when you had to present a benefit program to a group of employees to win their buy-in. What was the outcome?
4. What was a compensation philosophy at your previous organization?
5. Describe your previous organization's salary administration process. In what ways was it effective? Ineffective?
6. What is your knowledge of/experience with variable compensation?