

HR Specialist Interview Questions

Includes an interview guide, suggested questions and scorecard to create a streamlined and consistent interview process for every job candidate

NAME: _____ **DATE:** _____

Tell us a bit about your work background, and then give us a description of how you think it relates to our current opening.

Describe a process or system that you improved so internal customers/employees would be better served.

Describe your experience working with highly confidential information. How would you handle an employee who requests “confidential” information from you?

Based on what you know about our organization, how would you describe our company culture?

What do you think would be the biggest challenge for you in this role?

Can you tell us about your experience in creating or implementing new company policies or programs? Given the opportunity, would you have done anything differently?

When faced with a challenge like improving employee morale, what's the first step you would take in developing a strategy to do so?

In your past experience, what top attributes did you look for when screening or interviewing candidates? How did you identify them?

Can you tell us about your experience with collecting data and creating reports on staff performance?

After learning about this opportunity, what made you take the next step and apply for the job?

SCORE CARD



PROS: _____

CONCERNS: _____

INTERVIEWED BY: _____