# Human Resources Director Interview Questions

| |
|---|
| 1. Tell me how you organize, plan, and prioritize your work. |
| |
| 2. Please share with me an example of how you helped coach or mentor someone. What improvements did you see in the person's knowledge or skills? |
| |
| 3. Tell me about your last experience designing, evaluating, and modifying benefits policies to ensure that programs were current, competitive, and in compliance with legal requirements. |
| |
| 4. What is the most challenging part of budgeting for you? |
| |
| 5. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer. |
| |
| 6. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective? |
| |
| 7. Share an experience you had in dealing with a difficult person and how you handled the situation. |
| |
| 8. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.) |
| |
| 9. Share an experience when you applied new technology or information in your job. How did it help your company? |
| |
| 10. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem. |
| |
| 11. Would you consider analyzing data or information a strength? How so? |
| |
| 12. In your experience, what is the key to ensuring your company was compliant with all laws, regulations and standards that were applicable to your area of responsibility? |
| |
| 13. Share an effective approach to working with a large amount of information/data. How has your approach affected your company? |

| |
|---|
| |
| 14. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant? |
| |
| 15. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact? |
| |
| 16. Please share an experience in which you presented to a group. What was the situation and how did it go? |
| |
| 17. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome? |
| |
| 18. What are some long-range objectives that you developed in your last job? What did you do to achieve them? |
| |
| 19. Provide an example when your ethics were tested. |
| |
| 20. Share an experience in which your attention to detail and thoroughness had an impact on your last company. |
| |
| 21. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task. |
| |
| 22. Share an experience in which you developed a competitive compensation plan. |
| |
| 23. Tell me about a negotiation you successfully made for bargaining agreements. |
| |
| 24. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action. |
| |
| 25. How do you balance cooperation with others and independent thinking? Share an example. (Try to determine if the candidate has a cooperative attitude or is otherwise good-natured.) |
| |
| 26. Tell me how you fulfilled reporting requirements of relevant government rules and regulations in your last |

| |
|---|
| company. |
| |
| 27. Give me an example of when you thought outside of the box. How did it help your employer? |
| |
| 28. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results? |
| |
| 29. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.) |
| |
| 30. Share a time when you willingly took on additional responsibilities or challenges. How did you successfully meet all of the demands of these responsibilities? (Make sure the candidate is a self-starter and can demonstrate some initiative.) |
| |
| 31. Name a time when your patience was tested. How did you keep your emotions in check? |
| |
| 32. Tell me about an effective method you've used to inform employees of benefits, compensation, or personnel policies. |
| |
| 33. Share an experience in which you successfully administered, directed, and reviewed employee benefit programs. |
| |
| 34. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.) |
| |
| 35. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem. |
| |
| 36. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.) |
| |
| 37. Provide a time when you dealt calmly and effectively with a high-stress situation. |
| |
| 38. Share an experience in which your willingness to lead or offer an opinion helped your company. |
| |

| |
|---|
| 39. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person. |
| |
| 40. Describe a tool you designed and developed to assist employees in the selection of benefits or guide managers through compensation decisions. |
| |
| 41. Share an experience in which you identified and implemented a benefit that increased the quality of life for the employees in your last company. |
| |
| 42. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate, develop, and direct the worker(s)? |
| |
| 43. Provide an example of when you were persistent in the face of obstacles. |
| |
| 44. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task. |
| |
| 45. Share an experience in which you successfully worked with other managers to prepare job descriptions, classification systems, and define job levels and families. |
| |
| 46. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.) |
| |
| 47. What is the key to a successful budget? |
| |
| 48. What have you found to be the best way to monitor the performance of your work and/or the work of others? Share a time when you had to take corrective action. |
| |
| 49. Tell me about the last budget you prepared. |
| |
| 50. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond? |
| |
| 51. Provide an experience in which you were sensitive to somone's needs or feelings. How did your |

| |
|---|
| helpfulness affect your work environment? |
| |
| 52. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed? |
| |
| 53. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful? |
| |
| 54. Tell me about the last exit interview you conducted. How did you effectively identify reasons for the employee termination? |
| |
| 55. Describe a new employee orientation you planned and conducted. How did you successfully foster positive attitudes toward organizational objectives? |
| |
| 56. Share a time when you successfully formulated a policy, procedure, or program for recruitment, testing, placement, classification, orientation, benefits and compensation, or labor and industrial relations. |
| |
| 57. Provide a time when you were able to identify a complex problem, evaluate the options, and implement a solution. How did the solution benefit your employer? |
| |
| 58. Share an experience in which you advised the management or others in your company on matters of equal employment opportunity, sexual harrassment, or discrimination with good results. |
| |
| 59. Name a time when your creativity or alternative thinking solved a problem in your workplace. |
| |
| 60. Provide an example of how you would investigate and report on an industrial accident to insurance carriers. |
| |
| 61. Share an experience in which you successfully answered a difficult question from an employee. |
| |
| 62. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them. |
| |
| 63. Provide an experience in which your ability to actively find ways to help people improved your company |

| |
|---|
| or your own work ethic. |
| |
| 64. Describe a method you developed which improved employment policies, processes, or practices. (Find out if the candidate took initiative in the development.) |
| |
| 65. Describe a time when you accurately assessed industry trends. How did your assessment affect your behavior? |
| |
| 66. Describe an experience in which your ability to work well with others and reconcile differences helped your company or employer. (Make sure the candidate knows how to negotiate.) |
| |
| 67. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior. |
| |
| 68. Share a time when you prepared personnel forecasts and accurately projected employment needs. |
| |
| 69. How would you describe the condition of your employee records? What is one thing you would like to improve upon? |
| |
| 70. Share an experience in which personal connections to coworkers or others helped you to be successful in your work. (Make sure candidate works well with others.) |
| |
| 71. Tell me about a time when your ability to analyze needs and product requirements helped you create an effective design or make an informed decision to benefit your company. |
| |
| 72. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful? |
| |
| 73. Describe an experience in which you identified a cause of personnel problems and recommended a successful improvement of your company's personnel policies or practices. |
| |
| 74. Share an experience in which you effectively represented an organization at a personnel-related hearing or in an investigaton. |
| |

| 75. Share an experience in which you used new training skills, ideas, or a method to adapt to a new situation or improve an ongoing one. (Look for the candidate's ability to learn.) |
| --- |
| |
| 76. Tell me about a recent contract you made with a vendor to provide employee services. |
| |