Human Resources Coordinator 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.)