# Human Resources Information System Director (hris 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.) |
| |