Compensation 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.