

Sample Interview Questions

Sample Interview Questions for HR Assistant Positions



Introduction

Successful interviews are all about asking the right questions. As the interviewer your job is to take the lead. When interviewing candidates for a human resources assistant position, questions will probe into experience and expectations for providing administrative support of the day-to-day human resources operations, possibly including compensation and benefits, payroll, recruiting and hiring, training, and HRIS activities.

Beyond a few general questions at the start of the interview, most questions should be a combination of behavioral and situational questions. Behavioral questions are centered on conduct in past work situations while situational questions are hypothetical and focused on the future. In combination you should get a good sense of past and future performance.

Select a few general questions followed by several behavioral and situational interview questions from

the lists provided that are most relevant to your position and modify them as appropriate for your position. These questions will enable you to explore judgment and decision making, self-motivation, communication, problem solving and organizational skills relating to the needs of the position. Be sure to ask all candidates the same questions to better evaluate who the best fit for your organization would be.

General Interview Questions

1. Can you tell me a little about yourself?
2. What interests you about the field of HR and being a human resources assistant?
3. Why are you interested in seeking a new position at this time?
4. What is your interest in HR and being a human resources assistant?
5. Why are you interested in this position?
6. How did you hear about the position?
7. What do you know about this company?
8. What are your greatest professional strengths and weaknesses?
9. What is your dream job?
10. Where do you see yourself in five years?

Behavioral Interview Questions

1. You will be providing administrative support for several employees. Describe how you prioritized and managed tasks that were handed to you. How did you handle individual expectations?
2. Provide examples on how you handled multiple tasks that all have a deadline.
3. Tell me about a time you handled a difficult situation. What was it and what did you do?
4. Describe a situation where confidential information was shared inappropriately within the organization. How did you handle the

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- situation and how did you ensure maintaining and upholding confidentiality?
5. Tell me how you have handled personal data, such as names, birthdates, and SSN?
 6. Describe your experience in preparing data-driven reports. Have you ever made a critical error? How did you correct it?
 7. Confidentiality and discretion are key components to this job. Tell me about your experience maintaining and upholding confidentiality.
 8. Describe the process and methods, from beginning to end, that you used to recruit skilled and qualified employees?
 9. Give me examples of how you've used various software programs on the job.
 10. Can you tell me about a workplace conflict you were involved in as an HR assistant and how you handled it?
 11. Can you share a piece of constructive feedback a manager has given you? What adjustments, if any, did you make because of that feedback?
 12. Can you describe the most challenging co-worker or employee you've had to work with? How did you handle that relationship?
 13. Tell me about a disagreement of opinion that you had with your boss. How did you handle it?
 14. Give me an example of a time you were able to identify and resolve a small problem that had the potential to become a big problem.
 2. What would you do if your employer did not have an HRIS system? How would you make an employee database from scratch? What information would you include and how would you maintain the accuracy of this database?
 3. HR admin involves considerable hands-on, repetitive, and clerical tasks. How would you stay motivated? How could we motivate you?
 4. Many people will come to you with generalized questions you may not be able to answer. What will you do?
 5. At times, employees may ask you to do things that have nothing to do with your job, simply because they are not sure who else to ask. How will you help them find the solution to their problem?
 6. You're working on a project with a tight deadline, but you find that you're unable to complete your section because your coworkers and your supervisor are unavailable to answer a few key questions. How do you deal with the situation?
 7. How would you handle it if the priorities for a project you were working on were suddenly changed?
 8. You realize that an early mistake in a project you've been assigned is going to put you behind deadline. What do you do?

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Situational Interview Questions

1. From the moment a candidate is offered a position to the time they are hired, what steps would you take? What paperwork would you complete?