



**THE HIRE TALENT**  
A TALENT ASSESSMENT COMPANY

# Interview Questions HR Generalist

*Compile and keep personnel records. Record data for each employee, such as an address, weekly earnings, absences, amount of sales or production, supervisory reports, and date of and reason for termination. May prepare reports for employment records, file employment records, or search employee files and furnish information to authorized persons.*

## **Planning and Administration**

- Why are you interested in human resources?
- Tell me about an event or activity you created for employees.
- Tell me a time when you had to unexpectedly change the task you were working on.
- Do you have any experience administering employee benefits? How do you explain complex benefits to an employee?
- Can you tell me a time you followed company policy when addressing an employee concern?
- Tell me a time when you deviated from company policy when addressing an employee concern.
- Have you ever recommended a new policy or procedure to benefit employees or the company? What factors did you consider?
- How do you ensure that everyone at a company understands a new policy update or change in procedure?
- Do you feel the role of human resources should be more focused on protecting the company or advocating for employees and why?
- Do you believe in having an open-door policy to answer employee questions? What types of questions do you anticipate answering?
- What HRIS programs have you used? What information did you maintain?

## **Composure and Customer Service**

- Tell me about a time you had to deal with an angry or upset employee.
- Tell me about a conflict you handled well and one you didn't handle well.
- How do you maintain employee confidentiality?
- How would you respond if an employee told you they were being harassed at work?
- What information do you share with management and how do you share it?

## **Recruiting**

- What criteria would you consider when considering who to bring in for an interview?
- How do you determine what questions to ask during an interview?
- How do you ensure hiring managers have the appropriate HR training and knowledge? What information is critical for hiring managers to know about the recruiting process?
- Describe a difficult experience you had with a job candidate and how you handled it.

## Hire A-Players Every Time You Hire

# BOOK YOUR FREE DISCOVERY CALL

“I feel as though I have a ready consultant on my shoulder ready to assist and discuss with me any difficult choices that result from the results of the testing. They have this area nailed, and I am very satisfied and content with the system.”

“All of the people I have hired since going through the FACT-based Hiring System have been my top performers. The system has greatly improved my team!”

“I love the performance management software! It allows me to keep track of all my hires and their metrics in one place! We have been able to push our hiring process faster than ever before!”

[Scheduling Link](#)