

## Personnel Manager Interview Questions

1. 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?

2. Describe a modification you made to a compensation or benefits policy which made your program more competitive.

3. Tell me about your last experience recruiting, interviewing, or hiring an employee. What techniques did you find most effective in finding the right person for the job?

4. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.

5. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?

6. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)

7. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.

8. Share an experience you had in dealing with a difficult person and how you handled the situation.

9. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)

10. Tell me how you organize, plan, and prioritize your work.