

HR Interview Questions

Attitude/Flexibility/Adaptability

When considering a new job opportunity, what elements—such as job responsibilities, location, and hours of work—are important to you?

Tell me about a situation where you had to quickly adjust to a change in your department or team priorities. How did this change affect you?

Describe a time you had to meet a scheduled deadline while your work was being interrupted continuously. What was most difficult about this and how did you handle it?

Give me an example of a time when you had to balance multiple responsibilities at once. What did you do to keep organized? How did you prioritize your tasks?

Tell me about a challenging time you faced with a person from a different background or culture.

Interacting with coworkers or customers from different backgrounds or cultures can be challenging at times. Tell me about a challenging time you faced with a person from a different background or culture.

What skill do you feel you need to develop the most? Why?

Describe some specific tasks or conditions you found frustrating. How did you handle them?

Describe the style of management under which you work most effectively. Why do you prefer this style?

Tell me about a time you received constructive criticism. What was it? How did it make you feel when you received it? What did you do to improve?

Tell me about a time when you were asked to change your schedule unexpectedly. How did you feel about it? How did you handle it?

What types of responsibilities do you like most? What types of responsibilities do you like least?

What makes one location of work more desirable to you than another? Are you willing to relocate or travel?

Tell me about a time when it was necessary to admit to others that you had made a mistake. How did you handle that?

How would you describe the perfect work environment for you?

How do you react when asked to do something beyond your capabilities?

Describe your ideal company, location and job

How do you feel about working nights and weekends? What motivates you to do good job?

What makes you angry?

Where do you see yourself five years from now?

What is more important to you: money offered, or the type of job? Do you enjoy working independently?

In what kind of a work environment are you most comfortable?

Do you prefer working with others or all by yourself?

Situation based questions – test the personality traits .

Describe one situation where you have demonstrated leadership

What do you do differently from your peers that makes your work unique? Give me an example.

Tell me the steps you have taken to improve your skills or performance. What was the result?

What is your system for tracking progress on assigned projects for which you are responsible? Give me an example.

What do you consider to be your three greatest strengths? Give me an example of when you used each of these strengths.

Describe a time you had to go against traditions or policies to accomplish a goal. What was the result?

Tell me about a time when you made a bad decision. What was the result?

Can you describe a time when you needed to learn new information about changing products, markets, or procedures? What did you do?

What techniques have you learned to make you more effective?

What would you describe as your greatest achievement? How did you achieve it?

Give me an example of a time when you took on a responsibility that was not assigned to you but needed to be done.

Tell about a time you were responsible for planning an event and had very limited resources. How did you overcome this obstacle?

Describe what skills or qualities are important for dealing effectively with coworkers.

Describe a situation when you tried your hardest, but were unable to achieve your desired result.

What did you do? Why were you unsuccessful?

When evaluating your performance, what factors are most important to you? Can you describe a past situation that led you to grow as a person?

Can you tell me about a time when you were faced with a major obstacle (work or otherwise) and how you overcame it?

Have you ever helped a team member to improve his or her performance in a project work?

Tell me about a specific instance.

What qualities should a successful manager possess?

Describe the relationship that should exist between a supervisor and a subordinate. What 3 accomplishments have given you the greatest satisfaction?

If you were hiring for this position, what qualities would you look for? How would you describe yourself?

How do you think a friend or professor who knows you would describe you? What motivates you to put forth your best effort?

How do you determine or evaluate success?

What led you to choose the career for which you are preparing?

What personal characteristics are necessary for succeeding in the career that you are interested in?

What have you learnt from your mistakes in your past?

Did you ever have problems with your team leader in projects at college? What are the most important rewards you expect in your career?

What two or three things are most important to you in your job?

Hobbies and Co-curricular activities:

What activities do you do in your spare time? Have you done any voluntary work?

What was your proudest moment/achievement?

Are you a member of any organizations- which ones? Were you a member of any teams?

What positions of responsibility have you have held?

What did your duties or responsibilities in the positions held involve? How do you manage your time?

How did you balance study with these extra activities?

Walk me through a recent or typical workday and explain how you planned the day's activities.

What skills/experience did you gain from extra-curricular activities

What are your outside interests or extra-curricular activities that you have been engaged in apart from study?

What are your hobbies?

What types of books do you read? How interested are you in sports?