

## Employee Relations Assistant Interview Questions

1. Describe a time when you effectively trained managers or supervisors on a labor relations topic.
2. How do you select effective mediators and arbitrators for disputes and negotiations?
3. Provide a time when your research of case law or outcomes of previous case hearings benefited your company in a hearing.
4. Share an experience in which your expert testimony in a legal proceeding helped your company's case.
5. Share an experience in which the evidence you prepared for a disciplinary hearing benefited your company.
6. Share an effective method you have used to monitor employee satisfaction, especially with policies and working conditions.
7. Describe a health or safety policy you developed which decreased accidents in your company.
8. How do you effectively assess the impact of union proposals on company operations?
9. Share an experience in which your assessment of risks related to collective bargaining strategies helped your company make a wise decision. What methods did you use to assess the risks?
10. Provide a time when a letter you wrote solved or clarified a difficult issue.
11. Share an experience in which your scheduling and coordinating skills helped you effectively organize an important meeting.
12. Share an effective method you have used to ensure employer and employee compliance with contracts.
13. Tell me about an employee disciplinary action which you approved. How about one you rejected?
14. Describe a successful collective bargaining strategy, goal, or objective which you recommended. What made it so successful?

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15. Share an experience in which you provided an effective resolution for a negotiation.
16. Provide a time when you accurately presented your company's position during a negotiation with good results. What positive effects did this have on your company?
17. Share an experience in which you successfully communicated employee satisfaction or something similar to management. What methods led to your success?
18. Tell me about the last time you prepared and submitted governmental reports. What is one thing you would like to improve about your reports?
19. Describe a negotiation you made which you were happy with. How about one you were unhappy with?
20. Describe an effective method you have used to ensure your company adheres to labor agreements.
21. Provide a time when you successfully reconciled a difference between an employer and an employee. What methods made you successful?
22. Share an effective method you have used to determine viability of union complaints or arguments.
23. Tell me about your experience interpreting contractual agreements for employers and employees engaged in labor relations processes.
24. Share an experience in which you identified an alternative to a proposal with good results.
25. Tell me about a rule or regulation you drafted which successfully governed collective bargaining activities.
26. Describe a successful contract proposal which you drafted for a labor negotiation. How about one that was not as successful?
27. Tell me about your previous experience meeting with union, company, or government parties to discuss labor relations matters.
28. Share an experience in which you advised management on a difficult matter (e.g. employee discipline)

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