

Personnel Staffing Specialist Interview Questions

1. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?

2. How do you effectively ensure company compliance with federal and state laws?

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

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

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

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

7. Share an experience when you applied new technology or information in your job. How did it help your company?

8. Would you consider analyzing data or information a strength? How so?

9. In your experience, what is the key to ensuring your company was compliant with all laws, regulations and standards that were applicable to your area of responsibility?

10. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?

11. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?

12. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?

13. Please share an experience in which you presented to a group. What was the situation and how did it go?

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14. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.

15. How do you identify and administer appropriate employee insurance, pension plans, and savings plans?

16. Provide an example when your ethics were tested.

17. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)

18. Share an experience in which your attention to detail and thoroughness had an impact on your last company.

19. Describe a time when you improved the communication methods of a company for selecting, promoting, compensating, evaluating, or training workers. What methods did you use to identify the need for improvement and implement your improvement?

20. Give me an example of when you thought outside of the box. How did it help your employer?

21. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.

22. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.

23. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)

24. Describe an occupational classification, job description, or salary scale you developed which you were pleased with. How about one you were not as happy with?

25. Tell me about a time when your ability to analyze needs and product requirements helped you create an effective design or make an informed decision to benefit your company.

26. What have you found to be the best way to monitor the performance of your work and/or the work of

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others? Share a time when you had to take corrective action.

27. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.

28. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)

29. How do you balance cooperation with others and independent thinking? Share an example. (Try to determine if the candidate has a cooperative attitude or is otherwise good-natured.)

30. Share an experience in which you successfully negotiated a collective agreement or mediated a labor dispute.