

# 73 HR Generalist interview questions to ask candidates (with answers)

## Questions

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- How would you prioritize tasks when juggling multiple HR responsibilities?
- Can you describe a time you helped improve employee retention in your previous role?
- What steps would you take to resolve an employee's grievance?
- How do you stay updated with the latest HR trends and regulations?
- What experience do you have with HR software, and how have you used it effectively?
- How would you assist a manager struggling with team dynamics?
- What is your approach to conducting exit interviews?
- How do you ensure new employees integrate well into the company culture?
- Can you provide an example of how you've dealt with an underperforming employee?
- What techniques do you use to conduct effective interviews?
- How would you handle a situation where an employee reports feeling harassed?
- What are your strategies for developing and maintaining team morale?
- How do you approach creating a positive employer brand?
- Describe your method for assessing the training needs of employees.
- What actions would you take if you noticed a breach in company policy?
- How do you ensure transparent communication between management and employees?
- Can you explain your process for handling payroll discrepancies?
- What measures do you take to support employee career development?
- How do you track and report on HR metrics?
- Describe a situation where you had to negotiate between different stakeholders.
- How do you ensure that company policies are effectively communicated to all employees?
- Describe a situation where you had to revise an existing HR policy. What was your approach?
- How do you handle a situation where an employee repeatedly violates a company policy?
- What steps would you take to create a new HR policy from scratch?
- How do you stay updated on changes in employment laws and regulations that might affect company policies?
- How would you approach implementing a controversial new policy, such as stricter attendance rules?
- How would you approach mediating a dispute between a manager and their direct report?
- What strategies do you use to maintain employee morale during organizational changes?
- Describe how you would handle a situation where an employee is consistently late to work.
- How do you ensure fair and consistent application of company policies across all departments?
- What steps would you take to address a sudden increase in employee turnover?
- How do you approach giving constructive feedback to employees?
- Describe your process for conducting a workplace investigation.
- How would you handle a situation where an employee refuses to work with a colleague?
- What strategies do you use to promote work-life balance in the organization?
- How do you address concerns about favoritism in the workplace?
- Describe your approach to managing employee expectations during a company restructure.
- How would you handle a situation where an employee is struggling with personal issues that affect their work performance?
- Imagine you encounter a situation where two departments have conflicting priorities affecting a shared project. How would you mediate to find a solution?
- How would you handle an employee who is not adhering to the company's remote work policies?
- Describe a situation where you had to implement a new technology or system in HR. What steps did you take to ensure its successful adoption?
- How would you deal with an unexpected surge in recruitment needs due to rapid company expansion?
- Suppose you identify a gap in the skills of a critical team. What steps would you take to address this gap?
- If an employee approaches you with concerns about their career progression, how would you assist them?
- How would you handle a situation where a new hire is not meeting the job expectations within the probation period?
- Describe how you would approach creating a succession plan for a key leadership position.
- Imagine a scenario where you need to implement a company-wide training program. How would you ensure its effectiveness?
- How would you approach resolving a situation where an employee feels they are being unfairly compensated?
- If you notice a trend of increased absenteeism in a specific department, how would you address this issue?
- Describe a time when you had to communicate a difficult decision to the workforce. How did you ensure transparency and understanding?
- How would you prioritize and manage an unexpected high volume of employee grievances?
- Suppose you have to plan a major company event with tight deadlines. What strategies would you use to ensure its success?
- Can you describe a situation where you had to adapt quickly to a change in company procedure?
- How do you handle a situation where you have to deliver bad news to an employee?
- Can you provide an example of a time you had to mediate a conflict between a manager and an employee?
- Describe a time you had to implement a new HR initiative with limited resources.
- How do you manage stress during peak HR periods like end-of-year reviews or open enrollment?
- Can you share an experience where you had to advocate for an unpopular HR decision?