

HR Assistant Interview Questions And Answers Guide.



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HR Assistant Job Interview Preparation Guide.

Question # 1

Please tell us about the technologies which are used in human resource?

Answer:-

Many human resource departments rely on technology for processing applications, payroll and benefits. You could be asked questions about your computer skills, such as "What software applications are you proficient with?"; "Are you familiar with any human resource's specific programs" and "How would you rate your ability to learn new computer skills and are there any computer applications that you're particularly interested in learning".

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Question # 2

Do you know what is required in the nature of human resource assistant's job?

Answer:-

The nature of this job requires an individual who has excellent communication skills, is detail-oriented, a self-starter, works in a prompt, efficient manner and is ready to hit the ground running.

- * Maintain employee records
- * Process new hires and employment separations
- * Work with vendor on processing unemployment benefit claims

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Question # 3

Do you know what are the qualities of a good human resource assistant?

Answer:-

A good human resource assistant will be diplomatic, organised and quick thinking. He or she will also have a clear interest in helping people, be trustworthy and interested in possibly furthering his or her career in the field. Their daily duties may include filing, research on potential employees, handling phone calls, dealing with employee conflicts and record keeping. Human resource assistants are also responsible for the maintenance of confidential employee records.

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Question # 4

Do you think you will be able to perform your duties well as human resource assistant?

Answer:-

I can assure you that corresponding to your job description. I am trained at carrying out all recruitment processes including head-hunting, reaching potential candidates by telephone/email, applicant's resume screening, interviewing applicants, processing background checks, shortlisting, finalizing hiring and closing vacancies, employee orientations and processing new hire paperwork ensuring compliance with company requirements, filing and maintaining the human resource database, managing employee training and development programs, creating, refreshing and/or interpreting policies and providing all-purpose administrative support for all human resource functions.

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Question # 5

How will you benefit us as human resource assistant?

Answer:-

Tell them about your positive attitude and demeanor, desire to be a team player, ability to work effectively with people from diverse backgrounds, multi-tasking capability and strong work ethic. Display passion for the job and the company and what this job means to you. Explain how good you are in problem-solving.

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Question # 6

Can you tell me what sources are common for head-hunting in human resource?

Answer:-

You may mention the following sources:

- * Web job-portals: LinkedIn, Indeed, Get the job, Monster, placing jobs, Yahoo jobs, twitter jobs, etc.



- * Resume databases that the company maintains
- * College recruitment: Being in contact with multiple college placement offices and participating in job fairs/career expos. Also getting updated resume books of the graduates every year.
- * Referrals and PR
- * Internal postings
- * Newspaper, print or published Ads
- * Old employees

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Question # 7

Do you know what is the basic purpose of human resource department in a company?

Answer:-

The basic purpose of human resource department in any company is to recruit the suitable person for applied job and to do struggle for appraise the performance of employees.

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Question # 8

What value you will add to human resource assistant's job once selected?

Answer:-

I will add value through my hard work in human resource assistant's job.

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Question # 9

Please tell me what does customer service mean in human resource?

Answer:-

Customer service within the context of human resource means serving the needs of internal and external customers. Internal customers are the employees and external customers are applicants, vendors and suppliers with whom you have contact.

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Question # 10

Tell us why should we hire you as human resource assistant?

Answer:-

Relate your experience/education/skills/abilities/accomplishments to the human resource assistant job. Answer why you are a suitable match. Explain how good you are in problem-solving.

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Question # 11

Please tell me what do you know about the human resource assistant's position?

Answer:-

Never go to the interview without having read the job description. By doing so, you will be confident enough to relate it with your skills and experience and show your sense of responsibility.

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Question # 12

What do you know about human resource?

Answer:-

The personnel of a business or organization, regarded as a significant asset in terms of skills and abilities.

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Question # 13

Describe your customer service abilities and any relevant interpersonal skills?

Answer:-

Customer services are an integral part of an hr assistant's responsibilities. The assistant confronts clients on a regular basis to respond to any queries and complaints. At the same time he regularly reports to management regarding issues and current situation. It is important to be able to know how to deal with problems and when and what to report.

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Question # 14

Do you have any experience preparing and delivering reports in human resource?

Answer:-

Human resource assistants prepare and deliver reports on a regular basis: statistical and often confidential reports, safety and welfare reports. Mention likewise managing any other kind of documentation, since documentation is related to reports: employee files, logistic files etc.



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Question # 15

Were you required to exercise judgment as part of your daily responsibilities as human resource assistant?

Answer:-

Assistants are often the first to encounter and deal with problems, whether with customers or company staff. Before they can report to the manager, they make independent decisions regarding the first steps towards a solution.

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Question # 16

How would you say is multitasking important to human resource assistant?

Answer:-

Being an assistant usually means you are responsible for a number of jobs at once. You participate in recruitment and training. You manage documentation and report to senior management. You appear at staff meetings. Doing all of these at once requires time management and multitasking ability.

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Question # 17

Tell me about your work history in human resource?

Answer:-

The human resource hiring manager or recruiter might ask you to provide a summary of your work history. Describing a stable work history suggests that you are committed to your employer and while your previous duties may not have involved human resource related tasks, you probably have some transferable skills that would be helpful to you in an human resource assistant role.

Example:

If you have a customer service background, it shows that you are capable of fielding inquiries from a variety of people and sources, as well as handling competing priorities.

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Question # 18

Please tell us briefly about your involvement with various company personnel as human resource assistant?

Answer:-

Human resource assistants are generally involved in recruitment, training and development, which are great examples of significant involvement with personnel. They may also be involved in subtle, sensitive things like staff relations and human resource related organizational changes.

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Question # 19

What are your functional expertise as human resource assistant?

Answer:-

If you have any knowledge or exposure to human resource practices, you might be asked questions about general human resource principles, such as fair employment regulations. Even if you do not have previous work experience in human resource, this would be a good topic to study before your interview. Equal Employment Opportunity Commission and the Department of Labor. They enforce employment and civil rights laws and wage and hour laws, respectively.

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Question # 20

Do you have prior recruitment experience in human resource?

Answer:-

List the relevant positions you held in the past, varying in types and requirements. Draw attention towards different kinds of professionals you hired or assisted in hiring process. The versatile your range of positions that you hired, the more your chances are of getting selected.

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Question # 21

Do you think you will be able to perform your duties with complete responsibility as human resource assistant?

Answer:-

Quote some statements from the job description and relate your qualifications to the same, such as making payrolls, carrying out training sessions and employee orientations, and the knowledge of the HRIS system.

you will be confident enough to relate it with your skills and experience and show your sense of responsibility.

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Question # 22

Where would you rate yourself in managing positive relations with coworkers, resource providers, clients, internal / external stakeholders?

Answer:-

Do not rate yourself below 7 in any rating, even if you lack at something. This shows your confidence and how much you believe in yourself. Give examples from you professional or academic life. Also show that you are good at conflict resolution. Given a situation, say an unhappy employee files a complaint against another staff member, explain how effectively you deal with this situation.



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Question # 23

Please tell us what are the duties of human resource assistant?

Answer:-

The human resource assistant is often the individual responsible for maintaining employee records, processing payroll, conducting interviews and acting as an employee advocate. It is important for any company to hire the right person for this role since the HR department is there to facilitate dialogue between employers and employees.

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Question # 24

How does your academic and professional background relate to the human resource assistant position?

Answer:-

The best answer relates the academic major courses and what you learnt that can practically help you in your job. For example carrying out job analysis, conducting interviews, and handling employee performance appraisals. In addition, describe your previous human resource related jobs, where you worked, and what were your responsibilities. Compare your duties with the prospective company's human resource assistant job description to make them see that you fit perfectly.

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Question # 25

Do you know what are the major functions of human resource?

Answer:-

The major functions of human resource include:

HR planning

* Recruitment and hiring

* Training and development

* Employee evaluation and appraisal

* Compensation and benefits

* Employee relations

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