

# HR Officer Interview Questions And Answers Guide.



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# HR Officer Job Interview Preparation Guide.

### Question # 1

Tell us what strategies would you employ to ensure the recruiting process goes smoothly?

#### Answer:-

At first, I would analyze what strategies the organization already has in place and determine how successful they have been in the past. Then, based on this success, I would incorporate these strategies with a new plan that capitalizes on targeting the right job market. For example, if the organization has been recruiting strictly out of college campuses, I would continue to use this process, but enhance it by using tools that college-aged employees would be attracted to, such as social media.

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### Question # 2

Why do you want to leave your job as HR Officer?

#### Answer:-

There is no right answer to this question, only wrong ones. You don't need to make book out of this answer, just something short and positive is best. After all, it really does not matter to the interviewer, as long as you don't say something foolish.

The point here is to convey to the interviewer that you are not leaving because you are mad, tired, bored, overworked, underpaid, or job hopping, just that you are leaving your job on because.

"I do enjoy working at my current job. The culture and the people make it a great place to work. But I'm looking for more responsibility with new and fresh challenges. I have worked on and successfully completed several projects, from start to finish during the past two years. Currently, advancement opportunities are scarce at my current job.

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### Question # 3

Explain me why did you choose this particular career path or what led to your chosen profession?

#### Answer:-

When answering HR interview questions like this, you need to be specific and tell the interviewer what inspired you to take this career path while keeping your answer short and to the point. If you can, try to direct your answer so that it shows a logical progression between your profession and the company you are interviewing with.

You really want to convince the interviewer that you are the right person for the job and that your education, dreams, and career goals match your profession. Describe your thought process.

Don't say that you majored in English because you thought it would be easy. Be specific and justify your answer. I chose .. because .. "I chose architecture because I have always admired beautiful buildings" or "As a child I was truly inspired by a certain TV show doctor which ultimately led me to pursue a career in medicine."

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### Question # 4

Why have you applied for this role as HR Officer?

#### Answer:-

Explain your motivation for applying for the role, what you know about the company and why you think you're suitable for the position. Your answer should reinforce why you are a good fit for the job and convey your enthusiasm for the role. You can mention the good match between your skills and what the job requires - including what you will bring to the company; your interest in the organisation's area of business/products; and the job being an exciting challenge for you.

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### Question # 5

Explain me what Is Human Resource Management?

#### Answer:-

\* Human Resource Management (HRM) is the function within an organization that focuses on recruitment of, management of, and providing direction for the people who work in the organization. HRM can also be performed by line managers.

\* HRM is the organizational function that deals with issues related to people such as compensation, hiring, performance management, organization development, safety, wellness, benefits, employee motivation, communication, administration, and training.

\* HRM is also a strategic and comprehensive approach to managing people and the workplace culture and environment. Effective HRM enables employees to contribute effectively and productively to the overall company direction and the accomplishment of the organization's goals and objectives.



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### Question # 6

Tell us in Which It Do You Assign An Applicant To A Vacancy? Where Do You Assign That Status?

**Answer:-**

Status. We can assign using the TCode PB40.

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### Question # 7

Tell me what Are The Ways To Transfer Applicant Data?

**Answer:-**

Using PBA7 and PBA8.

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### Question # 8

Explain as an HR officer, why do you think counselling staff on personal or work problems is so important?

**Answer:-**

In any workplace it is important to create an atmosphere that lends itself to productivity, creativity, and safety. Otherwise the business or organization will suffer. I believe that the counselling aspect of being an HR officer helps contribute to the business's success by helping employees overcome work-related and personal challenges that might hinder them from performing to their fullest potential.

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### Question # 9

How do accept criticism as HR Officer?

**Answer:-**

This is a team player question and is asked to see how open and willing you are to being asked or told what to do. Are you someone who can follow directions? Can you accept criticism? Or, are you the type of person who does not like being told what to do or being criticized?

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### Question # 10

Tell us would your boss describe you as a go-getter?

**Answer:-**

Share with the interviewer an example of a project that you worked on, perhaps you had to put in long hours and time on the weekend to meet a deadline and that in the end you completed the project or task on time and under budget and made your department or company look good.

"Yes; absolutely. It is not uncommon for my boss to tell me that I am one of the most reliable employees he has. He even makes such remarks on my evaluations. I believe he thinks so because I am dependable and I just get things done without having to be supervised and in the end it just makes him look good."

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### Question # 11

Tell us what attracted you to this organisation?

**Answer:-**

Show you're interested in the organisation and that you've researched them. For example, do you know the locations they operate in? And who their competitors are? Knowing details like this is important when applying for HR roles. To make a difference, you really need to understand the organisation.

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### Question # 12

Tell us how Do You Endow With Performance Appraisal?

**Answer:-**

There are many ways to do Performance Appraisal:

\* 90-degree appraisal- Where the performance feedback is taken only from the Supervisor.

\* 180-degree appraisal- Where the performance feedback is taken from the peers.

\* 360-degree appraisal- Where the performance feedback is taken from the supervisor the subordinates, the peers, and the self-appraiser.

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### Question # 13

Tell us how Do Applicant Actions Differ From Applicant Activities?

**Answer:-**

Applicant Actions are like Rejected, on hold, on process. Activities can be all the various activities perform for each activity for the Applicant.

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### Question # 14

Tell us there may be situations where an employee becomes hostile or extremely negative. How do you plan on managing situations like these?



### Answer:-

With any situation, diplomacy is key. As a member of the HR department I think that my role is to contribute to a beneficial working environment, and getting involved in sensitive situations can end up in disaster. That being said, I am familiar with tactics that can help employees look at the bigger picture and help them understand why they are either in the right or the wrong when a situation arises. This ultimately creates harmony in the workplace while allowing the HR department to devise acceptable solutions for dealing with the situation.

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### Question # 15

General HR Officer Job Interview Questions:

#### Answer:-

- \* Could you share with us a recent accomplishment of which you are most proud?
- \* What would you have liked to do more of in your last position? What held you back?
- \* Tell us a bit about your work background, and then give us a description of how you think it relates to our current opening.
- \* What are your qualifications in your area of expertise, i.e., what skills do you have that make you the best candidate for this position? Include any special training you have had (on-the-job, college, continuing education, seminars, reading, etc.) and related work experience.
- \* Why have you applied for this position?
- \* What skill set do you think you would bring to this position?
- \* Tell me about your present or last job. Why did you choose it? Why did you/do you want to leave?
- \* What was your primary contribution/achievement? Biggest challenge?
- \* What are your short-term and long-term goals?
- \* In what areas would you like to develop further? What are your plans to do that?
- \* What are some positive aspects of your last employment/employer? What are some negative aspects?
- \* What do you think about SOPs (Standard Operating Procedures)?
- \* What are your career path interests?
- \* What do you know about our company?
- \* Why should we hire YOU?
- \* If the position required it, would you be willing to travel?
- \* If the position required it, would you be willing to relocate?
- \* If you were offered this position, when would you be available to start?
- \* After learning about this opportunity, what made you take the next step and apply for the job?
- \* If you are the successful applicant, how would you expect to be different after a year in this position?
- \* Now that you have learned about our company and the position you are applying for, what hesitation or reluctance would you have in accepting this job if we offer it to you?
- \* Tell me anything else you would like us to know about you that will aid us in making our decision.
- \* What questions would you like to ask me?

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### Question # 16

Accounting Based HR Officer Job Interview Questions:

#### Answer:-

- \* Describe some recent projects you were involved in to improve Accounting's efficiency/effectiveness. What did you do?
- \* Describe for me a time when you have come across questionable accounting practices. How did you handle the situation?
- \* Have you completed month end/year end closing? How much experience do you have with this?
- \* Describe your most challenging encounter with month end/year end closing. How did you resolve the problem?
- \* Describe your PL (profit/loss) experience.
- \* What type of inventory audits have you been involved in? Describe challenges you've faced.
- \* Tell me about your knowledge of commissions accounting.
- \* What experience have you had with tax accounting?

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### Question # 17

Leadership Based HR Officer Job Interview Questions:

#### Answer:-

- \* How would you describe an ideal supervisor?
- \* What strengths did you rely on in your last position to make you successful in your work?
- \* As a supervisor, it is essential to motivate employees in your area. Sometimes this must be done using non-monetary means. Please describe some creative ways you have motivated and recognized employees in the past non-monetarily.
- \* Explain, step by step, how you have coached an employee who had performance problems.
- \* If we were able to interview a few of your past employees, how would they describe your supervisory style? Explain why.
- \* If you had to describe your own leadership style as directive, delegating, or coaching, which would you choose? Please explain why giving examples.

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### Question # 18

Interpersonal Skills Based HR Officer Job Interview Questions:

#### Answer:-

- \* What are your strengths? What are your weaknesses?
- \* Describe experience supervising other employees. How do you measure your effectiveness in this area?
- \* What would your last boss say about you?
- \* Describe how you like to be managed, and the best relationship you've had with a previous boss.
- \* What do you do when you know you are right and your boss disagrees with you? Give me an example.
- \* If your colleagues had an opportunity to tell us your primary strength-what would that be? And, your primary weakness-what would that be?
- \* Describe your experience working with highly confidential information. How would you handle an employee who requests "confidential" information from you?
- \* As a component of this position, you may have to work on a team on certain projects. Describe when you've worked on a team before and what, in your opinion,



## HR Officer Interview Questions And Answers

constitutes an effective team? What do you expect from others on the team and what do you need from others on the team?

- \* What do you do when others resist or reject your ideas or actions?
- \* Give me an example of a time when you had to deal with a difficult colleague. How did you handle this?
- \* Explain the phrase "work ethic" and describe yours.
- \* What goals did you set for yourself during your last position? Did you achieve your goals?
- \* What methods do you use to make decisions? When do you find it most difficult to make a decision?
- \* Under what kinds of conditions do you learn best?
- \* To you, which is more desirable: A business that is run in an efficient business-like manner OR a business that is run in a personal and friendly way?

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### Question # 19

Creative Thinking Based HR Officer Job Interview Questions:

**Answer:-**

- \* What's the best book you've read in the last year? Please take a minute and tell us what you liked about it.
- \* What was the most creative thing you did in your last job?
- \* What is your interpretation of "success"?
- \* Describe an ideal work environment or "the perfect job."
- \* In what way(s) do you express your personality in the workplace?

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### Question # 20

Executive HR Officer Job Interview Questions:

**Answer:-**

- \* Would you please describe your interest in becoming (title of position).
- \* Tell me about your current position or most recent position and how you helped the organization accomplish its goals and mission.
- \* What did you do for that company that made a difference and for which you believe you will be remembered?
- \* Tell me about your experience in leading and managing an organization similar to ours.
- \* Do you have a personal philosophy of management?
- \* Tell me about your fiscal management experience: budgeting, reporting, cutting costs, building and maintaining reserves.
- \* Have you ever had to champion an unpopular change? How did you handle it?
- \* Have you ever faced a significant ethical problem at work? How did you handle it?
- \* Tell me about your experience working with a board of directors. What approach and philosophy did you follow in working with boards?
- \* What do you think is the role of the President/CEO in strategic planning for the organization?
- \* Give me some example of how and when you were the spokesperson for your current or most recent company.
- \* As our President/CEO, how would you proceed if the board of directors adopted a policy or program that you felt was inconsistent with the goals and mission of our company?
- \* Tell me about your experiences with staff development. How do you think your current or most recent staff would describe you?
- \* How do you stay informed of current ideas on management and the (industry field for the company/organization)?
- \* Based upon what you have read and heard, what ideas do you have about continuing and increasing the success of this company?
- \* Are there any programs, policies, or actions of (name of company/organization) that you have heard of with which you have concerns or differences?
- \* If you are hired for this position and are still with (name of company/organization) five years from now, how do you think the organization will be different?

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### Question # 21

Information Technology Based HR Officer Job Interview Questions:

**Answer:-**

- \* In your experience, what are the essential elements of an IT disaster recovery plan?
- \* Describe the types of network security features you have implemented or maintained in the past.
- \* When you have several users experiencing computer problems, how do you determine which users get help first?
- \* Describe your decision-making process when selecting which IT certifications to pursue.
- \* Of your certifications, which one(s) have you found most helpful when you encounter technical problems on the job?
- \* In your opinion, how does managing a staff of technical workers differ from managing other kinds of workers?
- \* What brands of hardware do you feel most comfortable dealing with?
- \* What software have you had the most success supporting?
- \* What characteristics do you feel are necessary for success as a technical support worker?
- \* Describe a past situation in which you provided excellent customer service to a user.

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### Question # 22

Customer Service Based HR Officer Job Interview Questions:

**Answer:-**

- \* What do you like about being in Customer Service? What do you find is the most difficult part of being in Customer Service?
- \* What do you think is fundamental to effective Customer Service?
- \* Tell me about a time when you went out of your way to give great service to a customer?
- \* Describe a process or system that you improved so customers would be better served.
- \* Tell me about a time when you asked for feedback on your customer service skills from your manager or co-worker and then used that response to improve your work.
- \* Tell me about a time when you knew that your customer might not get what he or she needed on time. How did you handle this?
- \* Tell me about a time when you had to say "No" to a customer because it was against company policy.
- \* Tell me about a time when you had trouble working with a difficult or demanding customer. How did you handle this?

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### Question # 23

Management Based HR Officer Job Interview Questions:

#### Answer:-

- \* Define professional behavior and/or conduct appropriate in the workplace.
- \* Why do you think a team of people - sports team, work team, may not work well together?
- \* Tell us about your management style - people, teamwork, direction?
- \* Describe an ideal supervisor.
- \* What is your own philosophy of management?
- \* How have you participated in planning processes?
- \* What was the most challenging personnel issue you've had to deal with and how did you handle it?
- \* Describe for me a time when you have come across questionable business practices; how did you handle the situation?
- \* A new policy is to be implemented organization-wide. You do not agree with this new policy. How do you discuss this policy with your staff?
- \* Describe for me a decision you made which would normally have been made by your supervisor? What was the outcome?
- \* Discuss and differentiate between remediation, corrective action, and discipline.
- \* Explain, step by step, how you have handled an employee who had performance problems.
- \* Why should employees seek to improve their knowledge and skill base? How would you motivate them to do so?
- \* What coaching or mentoring experience have you had? With groups or one-on-one? How did you determine the appropriate way to coach/mentor and what were the results?
- \* Management requires both good writing and verbal skills for good communication. When it comes to giving information to employees that can be done either way, do you prefer to write a memo OR talk to the employee?
- \* When making a decision to fire an employee, do you find it easy because of the company's needs OR difficult because of the employee's needs?
- \* Managing requires motivating employees as well as accomplishing tasks. Do you find it more natural to point out what's wrong so employees can accomplish tasks competently OR to praise employees for their work and then point out what may need correcting?
- \* Managers need good information and managers need to make good decisions. Do you tend to gather information up to a deadline in order to make a better-informed decision OR gather just enough information to make a good decision quickly?
- \* What is the largest number of employees you have supervised and what were their job functions?
- \* Are you best at dealing with details and day-to-day operations OR with concepts, envisioning and future planning? Give me an example.
- \* Organization and time management are essential when supervising others. Give specific examples of large projects or assignments you have been given and then explain how you went about prioritizing and organizing the task completion through your staff.
- \* Suppose you are in a situation where deadlines and priorities change frequently and rapidly. How would you handle this?
- \* What methods do you use to make decisions? When do you find it most difficult to make a decision?
- \* A new policy is to be implemented organization-wide. You do not agree with this new policy. How do you discuss this policy with your staff?
- \* Overall, please tell us what you have found to be the most rewarding aspect of supervising others. What about the most challenging?

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### Question # 24

Behavioral HR Officer Job Interview Questions:

#### Answer:-

- \* Describe what you would say if asked to talk about yourself in a group of 15 people.
- \* If someone told you that you had made an error, describe how you would react and what you would say in your defense.
- \* If someone asked you for assistance with a matter that is outside the parameters of your job description, what would you do?
- \* You are a committee member and disagree with a point or decision. How will you respond?
- \* Describe what you would classify as a crisis.
- \* You are angry about an unfair decision. How do you react?
- \* Suppose you are in a situation where deadlines and priorities change frequently and rapidly. How would you handle it?
- \* How do you know when you are stressed? What do you do to de-stress?
- \* Tell me about a time when you were a part of a great team. What was your part in making the team effective?
- \* Give me an example of a time when you had to deal with a difficult co-worker. How did you handle the situation?
- \* How do you think your co-workers would respond if you were absent from work?
- \* Can you tell me about a time during your previous employment when you suggested a better way to perform a process?
- \* Tell me about a personal or career goal that you have accomplished and why that was important to you.
- \* Give an example of a time when you were trying to meet a deadline, you were interrupted, and did not make the deadline. How did you respond?
- \* What strengths did you rely on in your last position to make you successful in your work?
- \* What do you do when you know you are right and your boss disagrees with you? Give me an example of when this has happened in your career.
- \* Tell me about a situation you wish that you had handled differently based on the outcome. What was the situation? What would you change (or will you change) when faced with a similar situation?
- \* Suppose your supervisor asked you to get information for them that you know is confidential and he/she should not have access to. What would you do?
- \* Describe a time when you performed a task outside your perceived responsibilities. What was the task? Why did you perceive it to be outside your responsibilities? What was the outcome?
- \* It's 4:30 on a Friday afternoon. Your supervisor gives you an assignment that needs to be finished by 8:00 Monday morning. You have already made plans to be away the entire weekend. What would you do?
- \* If you observed a co-worker who made inappropriate sexual or racial remarks to another employee, and it was obvious to you that the situation was creating an uncomfortable environment, what would you do.

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### Question # 25

Professional HR Officer Job Interview Questions:

#### Answer:-

- \* What do you think is the most important factor in managing an office effectively and efficiently? Explain how you have done this in the past.
- \* What is your approach to problem-solving? Give an example of where your approach has been effective.
- \* What experience do you have with interpreting policy and disseminating guidelines and developing procedures for others?
- \* Give examples of when and how you have maintained files and records, both paper and electronic.
- \* Give us an example of your experience with computer and typing proficiency.
- \* Describe any experience you have had with clerical research and the compilation of findings into an organized format and how you would approach this task in this position?
- \* Describe your knowledge in the area of financial transactions such as order office equipment and supplies and monitoring the office budget.
- \* Describe your experience with composing correspondence on your own initiative or with very little instruction.



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### Question # 26

Tell us in this line of work, you need to be highly familiar with workplace hiring and termination policies. How have you done this in your previous positions?

#### Answer:-

Although there isn't much spare time in the HR industry, I would use any extra time or downtime I had during my workday to really nail down these policies so that I could eventually apply them. I believe that my dedication to understanding these policies proved to be highly beneficial, as I encountered hiring and termination situations that were open for interpretation during the course of my employment in other organizations.

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### Question # 27

Tell us how do you get along with different types of people?

#### Answer:-

The workplace is loaded with a variety of different people with varying personalities and the interviewer wants to know how you think you will fit in. When answering interview questions with HR, you want to show your interviewer that it does not matter what kind of people you work with - just that work gets done. This shows the interviewer that you are more concerned with outcomes than personalities.

"I work well with anyone who delivers what they promise."

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### Question # 28

Explain me how do you plan on identifying opportunities for additional training and employee development?

#### Answer:-

This is one of the biggest obstacles HR departments face today because they are often removed from many activities that occur in the workplace. However, I do not believe this should be used as an excuse to forgo the need for continual training and development. If given this position, I would consistently meet with department heads and supervisors to figure out the needs of their particular departments. Then I would reach out to employees using appropriate methods of communication to identify which areas they feel like they could use more training on.

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### Question # 29

Please explain a time you had to resolve a conflict in a team?

#### Answer:-

The interviewer wants to know if you can deal with issues within a team. So, describe briefly the structure of the team and your role within it. If there was conflict, did you deal with it or ignore it? What was the outcome?

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### Question # 30

Explain me what do you do to stay up-to-date on new trends and advancements in the HR field?

#### Answer:-

I believe that networking and meeting other professionals in this industry is an important part of remaining current. I also subscribe to several magazines and journals to discover what other organizations are doing to streamline their HR department and make it a valuable resource for employees and supervisors.

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### Question # 31

What are your weaknesses as HR Officer?

#### Answer:-

Nobody is perfect and everyone can identify areas for improvement. However, when thinking about yours, make sure they are relevant to a professional context. Remember to acknowledge that improving on your 'weaknesses' is important to you and, where possible, show how you are working to develop them. For example, you might be someone who is shy, but you purposefully make an effort to talk to people as you recognise this is an issue.

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### Question # 32

Explain me something About The It Payroll Status?

#### Answer:-

IT0003 is used to define the current payroll status of the employee like released, exit etc. We can lock the personnel number using the IT0003.

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### Question # 33

Tell me an example of when you've had to give feedback to someone?

#### Answer:-

They're asking if you can show your coaching skills and ability to develop others. Do you shy away from giving feedback or are you good at tactfully giving positive and developmental responses? How did they take your comments and what was the result?

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### Question # 34

Tell us what are some of the things that bother you?

#### Answer:-

This is a common question, but don't dwell on it. The interviewer is looking for a job related answer, more like "what bothers you about your job or the people you work with?" If you dig deep and think of what really bothers you, you'll find that it's other people and their ideas, right? But don't tell the interviewer that, you can be more clever than that.

"It bothers me the most when other people I work with don't meet their deadlines or deliver what they promise."

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### Question # 35

Where do you see yourself in five years as HR Officer?

#### Answer:-

Your interviewer might want to know how the job you are going for fits in with your long-term plans. It's okay if you haven't worked out the next 20 years in your head - very few people have. However, you should have a general idea about what your interests are, what kind of areas you would like to work in and even perhaps where you see yourself in the next few years. Tell the interviewer how the job and their organisation fits in with these ideas - perhaps they offer lots of training and development, which in time will help you progress.

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### Question # 36

Tell us what Are The Responsibilities Of Hr Generalist?

#### Answer:-

The responsibilities are Induction Training Program, MIS Report Generation, Payroll Calculation, Admin and Personnel work, Performance Rating, etc...

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### Question # 37

Explain me about a time you had to work under pressure?

#### Answer:-

Your interviewer is encouraging you to talk about a project or piece of work that you found quite stressful. How did you deal with the pressure? Did you give up and walk away? Or, did you find a solution and get the job done? They want to learn about your resilience when under stress and how you cope when things go wrong.

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### Question # 38

Explain me what Is The Difference Between Recruitment And Selection?

#### Answer:-

Selection is selecting a candidate without conducting any technical test. Selection is based only on personal interview.

Recruitment is a process of selecting an employee through a chain of processes (Aptitude Test / Technical Test >> Personal Interview >> Technical Interview >> HR Interview >> Finalizing the Offer).

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### Question # 39

Explain me do you prefer working with others or alone?

#### Answer:-

Basically, the interviewer is asking if you are a team player. If your answer is with others, then the interviewer will think you can't work alone and if you answer alone, then the interviewer may think you have some personality issues working with other people.

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### Question # 40

Tell us what Is The Difference Between Pre-booking And Booking?

#### Answer:-

Booking is the actual booking of Attendee for an event; Pre-booking is used to check whether the Attendee already booked for the event.

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### Question # 41

Do you know what Is Performance Management?

#### Answer:-

Performance management is a system by which we should recognize and utilize the employee's skill, efficiency and as well as identifying his/her drawbacks, negative points and try to remove those.

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