

# Human Resources Generalist (HR Generalist) Interview Questions And Answers Guide.



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# Human Resources Generalist (HR Generalist) Job Interview Preparation Guide.

## Question # 1

Do you work well within a team?

### Answer:-

Some people are thrown when they are asked this Human Resources Generalist (HR Generalist) question when they are applying for a position to work alone. Every company works as a team, so you are a good team player, give an example of when you have worked well within a team.

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## Question # 2

Have you ever been caught stealing, or better yet, have you ever stole anything?

### Answer:-

I guess everyone takes a pen or paper or little things like that. But other than that, NO. I have never stole from my employers or better yet As Human Resources Generalist (HR Generalist), from anyone.

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## Question # 3

How do you think you might fit this position As Human Resources Generalist (HR Generalist)?

### Answer:-

An important part of research before the interview is what the company does and how the job role relates to that. This includes the company philosophy and working methods. Questions such as this seek to find out how a candidate will fit into the organisation As Human Resources Generalist (HR Generalist). Answer positively; including practical examples of how you anticipate you would perform in the new role.

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## Question # 4

What are your weaknesses for Human Resources Generalist (HR Generalist) position?

### Answer:-

Try not to be too critical when answering this question. Instead, pick one of your weaknesses and try to turn it into a positive. For example, you could be a perfectionist, which means that you sometimes take longer on tasks, but you make sure that they are completed to a high quality. It is important to make a negative into a positive as it doesn't make you appear overly critical and shows you can reflect on your own performance.

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## Question # 5

What can you offer me that another person can't?

### Answer:-

This is when you talk about your record of getting things done. Go into specifics from your resume and portfolio; show an employer your value and how you'd be an asset.

You have to say, "I'm the best person for the job As Human Resources Generalist (HR Generalist). I know there are other candidates who could fill this position, but my passion for excellence sets me apart from the pack. I am committed to always producing the best results. For example..."

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## Question # 6

What did you dislike about your old job?

### Answer:-

Try to avoid any pin point, like never say "I did not like my manager or I did not like environment or I did not like team" Never use negative terminology. Try to keep focus on every thing was good As Human Resources Generalist (HR Generalist), I just wanted to make change for proper growth.



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### Question # 7

What did you like least about your last (or current) job As Human Resources Generalist (HR Generalist)?

#### Answer:-

Don't vent or focus on the negative with brutally honest answers such as "My boss was a jerk," or "The company culture was too politically correct," or "They just weren't giving me the opportunity to take my career to the next level." Instead, keep the emphasis on the positive, even though there are sure to be things you weren't happy about.

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### Question # 8

What experience do you have As Human Resources Generalist (HR Generalist)?

#### Answer:-

The employer would want to know that not only you can do the job but you can make the difference and bring significant contribution - Simple as that. No doubt that this is your time to perform and present yourself - You have to introduce/sell yourself to the interviewer. Prepare your answer based on your qualification, professional experience and what you've already achieved in your previous jobs. This is your time to express why you think that your professional abilities fit into the job and its requirements.

Top 10 employment experience you'd want to review:

- \* Companies you worked for with dates
- \* The positions you've held
- \* Key projects and responsibilities
- \* Achievements
- \* Coursework & continues education
- \* Expertise
- \* Tools you used (software, hardware)
- \* Knowledge of languages
- \* Engagement with customers and key industry leaders
- \* Team work you were involved (and your contribution)

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### Question # 9

What have you done to improve your knowledge As Human Resources Generalist (HR Generalist) in the last year?

#### Answer:-

Try to include improvement activities that relate to the job As Human Resources Generalist (HR Generalist). A wide variety of activities can be mentioned as positive self-improvement. Have some good ones handy to mention.

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### Question # 10

How do you deal with conflict in the workplace As Human Resources Generalist (HR Generalist)?

#### Answer:-

When people work together, conflict is often unavoidable because of differences in work goals and personal styles. Follow these guidelines for handling conflict in the workplace.

- \* 1. Talk with the other person.
- \* 2. Focus on behavior and events, not on personalities.
- \* 3. Listen carefully.
- \* 4. Identify points of agreement and disagreement.
- \* 5. Prioritize the areas of conflict.
- \* 6. Develop a plan to work on each conflict.
- \* 7. Follow through on your plan.
- \* 8. Build on your success.

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### Question # 11

How many basketballs would fit in this room?

#### Answer:-

One. You did not ask what is the maximum number of basketballs you can fit in the room.

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### Question # 12

How would you estimate the weight of the Chrysler building?

#### Answer:-

This is a process guesstimate where the interviewer wants to know if you know what to ask. First, you would find out the dimensions of the building (height, weight, depth). This will allow you to determine the volume of the building. Does it taper at the top? (Yes.) Then, you need to estimate the composition of the Chrysler building. Is it mostly steel? Concrete? How much would those components weigh per square inch? Remember the extra step: find out whether you're considering the building totally empty or with office furniture, people, etc. If you're including the contents, you might have to add 20 percent or so to the building's weight.

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### Question # 13



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What is your greatest failure As Human Resources Generalist (HR Generalist), and what did you learn from it?

**Answer:-**

When I was in college, I took an art class to supplement my curriculum. I didn't take it very seriously, and assumed that, compared to my Engineering classes, it would be a walk in the park. My failing grades at midterm showed me otherwise. I'd even jeopardized my scholarship status. I knew I had to get my act together. I spent the rest of the semester making up for it, ended up getting a decent grade in the class. I learned that no matter what I'm doing, I should strive to do it to the best of my ability. Otherwise, it's not worth doing at all.

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**Question # 14**

What is your greatest strength? How does it help you As Human Resources Generalist (HR Generalist)?

**Answer:-**

One of my greatest strengths, and that I am a diligent worker... I care about the work getting done.. I am always willing to help others in the team.. Being patient helps me not jump to conclusions... Patience helps me stay calm when I have to work under pressure.. Being a diligent worker.. It ensures that the team has the same goals in accomplishing certain things.

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**Question # 15**

Why are you leaving the present company?

**Answer:-**

According to me we can not grow in the field without taking more responsibilities and risks and also we can't enhance our team leading capabilities, managerial skills without expose to wide range of people.

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**Question # 16**

Do you have any questions for me?

**Answer:-**

Good interview questions to ask interviewers at the end of the job interview include questions on the company growth or expansion, questions on personal development and training and questions on company values, staff retention and company achievements.

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**Question # 17**

Do you like to start personal relationships with other employees?

**Answer:-**

Well, the right answer is yes and no. Good personal relations can improve the overall performance of a team. But on the other hand, you should not let your emotions to affect your decisions in work.

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**Question # 18**

How much do you expect to get paid As Human Resources Generalist (HR Generalist)?

**Answer:-**

For this be prepared and research salary to find out what similar positions are paying in your area before you go to the interview. Try to find this information out before giving your salary expectations. You can and should provide a range instead of an exact number. But again, don't say any numbers you're not comfortable with because if the employer offers you a salary at the lowest end of your range, you don't have much to negotiate with when it comes to getting a higher salary.

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**Question # 19**

How would you motivate your team members to produce the best possible results?

**Answer:-**

Trying to create competitive atmosphere, trying to motivate the team as a whole, organizing team building activities, building good relationships amongst people.

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**Question # 20**

How would you observe the level of motivation of your subordinates?

**Answer:-**

Choosing the right metrics and comparing productivity of everyone on daily basis is a good answer, doesn't matter in which company you apply for a supervisory role.

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**Question # 21**

Tell me something about your family background?

**Answer:-**

First, always feel proud while discussing about your family background. Just simple share the details with the things that how they influenced you to work in an airline field.



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### Question # 22

What do you think is your greatest weakness?

#### Answer:-

Don't say anything that could eliminate you from consideration for the job. For instance, "I'm slow in adapting to change" is not a wise answer, since change is par for the course in most work environments. Avoid calling attention to any weakness that's one of the critical qualities the hiring manager is looking for. And don't try the old "I'm a workaholic," or "I'm a perfectionist."

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### Question # 23

What do you think we could do better or differently?

#### Answer:-

This is a common one at startups. Hiring managers want to know that you not only have some background on the company, but that you're able to think critically about it and come to the table with new ideas. So, come with new ideas! What new features would you love to see? How could the company increase conversions? How could customer service be improved? You don't need to have the company's four-year strategy figured out, but do share your thoughts, and more importantly, show how your interests and expertise would lend themselves to the job.

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### Question # 24

What types of personalities do you work with best?

#### Answer:-

In the past, I have found it difficult to work with others who see themselves as better than others, who can take criticism, and who refuse to work with others. I have found it challenging to work with them b/c I am a team oriented person who feels the importance of working together over the needs of the individual especially in a learning environment.

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### Question # 25

What would your first 30, 60, or 90 days look like in this role As Human Resources Generalist (HR Generalist)?

#### Answer:-

Start by explaining what you'd need to do to get ramped up. What information would you need? What parts of the company would you need to familiarize yourself with? What other employees would you want to sit down with? Next, choose a couple of areas where you think you can make meaningful contributions right away. (e.g., "I think a great starter project would be diving into your email marketing campaigns and setting up a tracking system for them.") Sure, if you get the job, you (or your new employer) might decide there's a better starting place, but having an answer prepared will show the interviewer where you can add immediate impact-and that you're excited to get started.

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### Question # 26

What's a time you exercised leadership?

#### Answer:-

Depending on what's more important for the the role, you'll want to choose an example that showcases your project management skills (spearheading a project from end to end, juggling multiple moving parts) or one that shows your ability to confidently and effectively rally a team. And remember: "The best stories include enough detail to be believable and memorable.". Show how you were a leader in this situation and how it represents your overall leadership experience and potential.

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### Question # 27

Are you planning to continue your studies and training As Human Resources Generalist (HR Generalist)?

#### Answer:-

If asked about plans for continued education, companies typically look for applicants to tie independent goals with the aims of the employer. Interviewers consistently want to see motivation to learn and improve. Continuing education shows such desires, especially when potentials display interests in academia potentially benefiting the company.

Answering in terms of "I plan on continuing my studies in the technology field," when offered a question from a technology firm makes sense. Tailor answers about continued studies specific to desired job fields. Show interest in the industry and a desire to work long-term in said industry. Keep answers short and to the point, avoiding diatribes causing candidates to appear insincere.

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### Question # 28

What five words would describe you as Human Resources Generalist (HR Generalist)?

#### Answer:-

The hiring manager requests this of you because she wants to know more about your individual personality. This list can reveal a lot to her about who you are and how you might fit into the workplace. Your answer also gives the manager an indication of your self-perception, which is a good indicator of the type of employee you will be.

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### Question # 29



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What is the most irritating thing you've experienced about your co-workers?

**Answer:-**

This question is designed to find out if you get along well on team, with other and whether or not you'll be a fit with the interviewer's organization. It's a trap. Think real hard but fail to come up anything that irritated you about your co-workers. A short positive response is best.

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**Question # 30**

How do you measure success?

**Answer:-**

There may be several good answers. Some include: you're able to set realistic, yet aggressive goals that push you and you're able to achieve them, you go the extra mile on all projects, client satisfaction is high, your boss is elated at your performance on all projects, etc.

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**Question # 31**

Your client is upset with you for a mistake you made, how do you react?

**Answer:-**

Acknowledge their pain - empathize with them. Then apologize and offer a solution to fix the mistake.

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**Question # 32**

Give me an example of a time when you were able to successfully communicate with another person even when that individual may not have personally liked you (or vice versa). How did you handle the situation? What obstacles or difficulties did you face? How did you deal with them?

**Answer:-**

First, the key is to state the differences in personality to give the interviewer some background. Second, you want to discuss how that was affecting the situation. Third, show how you were able to adapt to the way the person wanted to be communicated with to achieve your goals

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**Question # 33**

What do you consider to be your greatest achievement so far and why?

**Answer:-**

Be proud of your achievement, discuss the results, and explain why you feel most proud of this one. Was it the extra work? Was it the leadership you exhibited? Was it the impact it had?

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**Question # 34**

Tell me about a time you had to fire a friend?

**Answer:-**

Hopefully you've never had to do this, but if you did, talk about how hard it was personally to fire anyone but that you did it objectively.

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**Question # 35**

What motivates you to work As Human Resources Generalist (HR Generalist)?

**Answer:-**

Describe what makes you passionate about the work. It could be the company's vision, the product, your desire to succeed, the clients, your peers and so on. They key is to first understand what internally motivates you to do your job and then to emphasize that in a positive way

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**Question # 36**

What's been your biggest failure to date?

**Answer:-**

Describe your biggest failure and discuss what you've learned from it and ideally how you've been successful since because of that lesson.

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**Question # 37**

What's been your biggest success to date?

**Answer:-**

Talk about a story / experience about how you achieved success and be sure to share details on the results and outcome. Have it highlight a strong characteristic such as leadership, work ethic and so forth.

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**Question # 38**

What skills do you bring to the table?

**Answer:-**

Think of your skill sets with regards to: analytical skills, interpersonal skills, communication skills, computer skills, presentation skills, management skills, sales skills and so forth.

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**Question # 39**

How do you stay up to date with industry?

**Answer:-**

Discuss how you stay up to date by reading industry specific sites, magazines, and Google / yahoo news. Also make sure you stay up to date by reading the current news on the company's website.

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**Question # 40**

What types of situations do you consider "unfixable"?

**Answer:-**

Most situations are "fixable" - the ones that are not are typically related to business ethics (someone is cheating the company, someone is stealing, etc)

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**Question # 41**

How has school prepared you for this job role?

**Answer:-**

Think back to how you've interacted with your peers to develop social skills, how you've worked with classmates on projects to develop teamwork and collaborative skills, how you've developed discipline through studying, how the courses have helped your creativity, and how the classes you've taken have impacted your analytical / problem solving / reasoning skills.

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**Question # 42**

What is your perception of taking on risk?

**Answer:-**

Your answer depends on the type of company you're interviewing for. If it's a start up, you need to be much more open to taking on risk. If it's a more established company, calculated risks to increase / improve the business or minimal risks would typically be more in line.

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**Question # 43**

If you could offer suggestions on how to improve our company, what would you say?

**Answer:-**

Examine the trends of the company and also where there may be some weaknesses (news articles often document this on public companies or look at their competitors to see how they're positioning it against them.) Then, once you have that knowledge, think creatively on how you could improve upon that weakness for them.

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**Question # 44**

What other companies are you interviewing at?

**Answer:-**

Be open and share if you are indeed interviewing elsewhere, but do it in a humble way. This way you don't seem arrogant and the interviewer knows your skills are valued by other companies. This also tends to make them want you more as they know they are competing for your services.

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**Question # 45**

What differentiates this company from other competitors?

**Answer:-**

Be positive and nice about their competitors but also discuss how they are better than them and why they are the best choice for the customer. For example: "Company XYZ has a good product, but I truly believe your company has a 3-5 year vision for your customer that aligns to their business needs."

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**Question # 46**

Describe a time where you've failed and bounced back?

**Answer:-**

Share a story to describe this. For example: "I accidentally made the mistake of telling a customer I could deliver on a solution set on a certain date and then later found out our business partner couldn't do it on that time. I learned that I shouldn't rush into important decisions and promises like this and that I should always check with my counterparts first before committing to a statement of work."

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### Question # 47

Have you ever mentored anyone before? If yes, describe the situation?

#### Answer:-

Describe a time where you've helped someone else. Mentor ships can be informal so as you've helped someone over a period of time that can certainly count. The key is to highlight how you utilized certain skills/attributes like coaching, teaching, patience, communication skills, and so forth to mentor that person.

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### Question # 48

How do you inspire others to be better?

#### Answer:-

First, the key to inspiring others is to first understand what their goals and objectives are. Once you understand what people want, you can inspire them with a vision that aligns to what they care about. People generally care about having purpose, being successful (and being recognized for it), contributing in a meaningful way, and financial rewards (to a degree) and much more. Then once you understand what people set as goals, you can inspire them through 1:1 pep talks, a presentation to multiple people and so forth.

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### Question # 49

How would you define success?

#### Answer:-

Success is defined differently for everybody. Just make sure the parameters are defined by you with regards to work life balance, financial gain, career growth, achievements, creating meaningful work / products and so forth. If you can clearly articulate what it means to you that is a strong answer.

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### Question # 50

Give me an example of when you competed hard and won?

#### Answer:-

You can reference many different areas here when discussing a story of where you won in competition: Work experience (ideal), sports, clubs, classes, projects.

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### Question # 51

What would you like to have accomplished by the end of your career?

#### Answer:-

Think of 3 major achievements that you'd like to accomplish in your job when all is said and done - and think BIG. You want to show you expect to be a major contributor at the company. It could be creating a revolutionary new product, it could be implementing a new effective way of marketing, etc.

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### Question # 52

What's the most rewarding work you've ever done and why?

#### Answer:-

Companies love it when you discuss how you've made an impact on your teammates, clients, or partners in the business or in school. It should be rewarding because of the hard work and creative process that you've put into it.

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### Question # 53

What's the least rewarding work you've ever done and why?

#### Answer:-

Describe work you've done that you feel doesn't take advantage of your full potential. For example, "I once had to make paper copies for my job and I feel it didn't take full advantage of my skills. However, it did teach me to be humble in my work and to appreciate a good opportunity when it arose to use my skills"

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### Question # 54

What general trends do you see in our industry?

#### Answer:-

Examine what's happened in the industry in the last 5 - 10 years and how it's evolved and then look at what both the company and analysts are saying about the future of that industry in which that company competes in. Read trade magazines / online sources in that industry as well to make sure you stay up to date on trends.

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### Question # 55

What were the responsibilities of your last position As Human Resources Generalist (HR Generalist)?

#### Answer:-

If you want to show your ambition, you can discuss how you haven't reached all of your goals yet and in that sense aren't satisfied. However, if you want to discuss satisfaction from your job discuss an experience in which you achieved something.





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### **Question # 56**

What do you look for in terms of culture -- structured or entrepreneurial?

#### **Answer:-**

A good answer is to discuss the importance of having both elements in a company As Human Resources Generalist (HR Generalist). Structure is good to maintain a focus on priorities and making sure people are productive but having an entrepreneurial spirit can help cultivate new ideas that can truly help the company.

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### **Question # 57**

What do you like to do?

#### **Answer:-**

Discuss your passions As Human Resources Generalist (HR Generalist). Ideally if it's work related that's fantastic! If not, talk about your academic / extracurricular passions and WHY you enjoy them. For example: I love playing sports because of the team work aspect - it's fun winning together! (This example shows you're a team player)

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### **Question # 58**

Do you think a leader should be feared or liked?

#### **Answer:-**

Liked. You want to work harder for people that inspire and motivate you. Fear only lasts for so long.

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### **Question # 59**

What's the last book you read?

#### **Answer:-**

Try to talk about a book related to the industry, for example, if you're applying for a role related to business, cite a business book.

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### **Question # 60**

What do you see yourself doing within the first 30 days of this job?

#### **Answer:-**

Typically the first 30 days are designed for you to learn as much as possible As Human Resources Generalist (HR Generalist). Work hard to get to know your teammates, how they work together, and how you can make the biggest impact.

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### **Question # 61**

What does "thinking outside the box" mean to you?

#### **Answer:-**

It means not doing things exactly the same way as everyone else. You've got to challenge the status quo and bring something new to the business.

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### **Question # 62**

What have you done to prepare yourself to be a supervisor?

#### **Answer:-**

1. Learn from current supervisors (best practices)
2. Mentor others
3. Be exceptionally good at your current job so that it builds your credibility
4. Have a high emotional IQ

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### **Question # 63**

How did you become interested in this field/industry?

#### **Answer:-**

Describe how you've come to develop a passion or interest in this industry and use variables like "culture, people, vision, career development, and the work itself" to define your choice

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### **Question # 64**

How much time do you need to join the organization As Human Resources Generalist (HR Generalist)?

#### **Answer:-**

You should be able to join it right away, barring plans you've already made (family travel, vacation, other obligations). The key is to simply be open in



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communication of what's already committed on your schedule. Most companies are accommodating. If they are not, weight the importance of joining that company vs. your plans.

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### **Question # 65**

In what areas do you think you will need guidance?

**Answer:-**

Think about what you need to learn going into the job. Skill sets, industry knowledge, relationship building, team dynamics. Which areas are ones you're lacking?

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### **Question # 66**

How will you approach learning this "new" job As Human Resources Generalist (HR Generalist)?

**Answer:-**

Interview peers and leaders/managers, read industry news, practice the skill sets needed, absorb information on the job as much as possible.

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### **Question # 67**

What kind of work interests you the least As Human Resources Generalist (HR Generalist)?

**Answer:-**

What bores you? What fails to challenge you? What fails to excite you?

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### **Question # 68**

How do you keep others informed on work issues?

**Answer:-**

Possible methods:

Talking to them, emailing them, sharing best practices in meetings

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### **Question # 69**

What was the biggest professional risk you have taken and what was the outcome?

**Answer:-**

First discuss how you weighed the pros and cons of the risk and the results you'd believe you could achieve. Then discuss the action plan you put into place for it and outline that step by step. Then discuss the outcome and if it wasn't optimal talk about what you would do differently in hindsight.

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### **Question # 70**

What do you expect from this job As Human Resources Generalist (HR Generalist)?

**Answer:-**

Talk about the potential career development, your career aspirations, your work relationships and the learning you'll receive.

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