

Recruiting Coordinator Interview Questions And Answers Guide.



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Recruiting Coordinator Job Interview Preparation Guide.

Question # 1

Please explain what kind of experience do you have that shows you are ready for a position acquiring talent for this company?

Answer:-

I already talked a bit about how I conducted interviews in my management position in the restaurant industry. I have also undergone training to prepare myself to be a great human resources worker. I think one thing that really demonstrates my capabilities and dedication is the fact that I went through training to be certified as a Certified Professional through the Society for Human Resources Management. I invested time and money into completing the program to make sure I was fully prepared for a job in the industry.

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Question # 2

Explain me what is your company's relationship with the hiring company and how long has your firm worked with them?

Answer:-

This will tell you more about whether the hiring company trusts this recruiter and is likely to hire from them. These are all questions you should ask a recruiter that works for a staffing or recruiting agency. You'll learn a lot of key facts, and you'll also get a sense of their personality and confidence based on how they answer. In the end, trust your gut and work with a few good recruiters that seem to enjoy their work and know it well.

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Question # 3

Tell us what is the pluralistic perspective of IR system? What are the implications of this approach?

Answer:-

Pluralism perspective views the organization being made up of two groups - Management and trade unions. Both of them are considered strong.

- * It sees the conflicts over distribution of profits as normal and unavoidable.
- * It believes that the role of management is more of persuading and co-ordinating
- * Conflict is not viewed as a bad thing and is dealt with through collective bargaining
- * Trade unions are viewed as legitimate representatives of employees.

The basic implications of this approach are:

- * Union recognition is encouraged.
- * Calls for an independent external arbitrator for resolution of conflicts.
- * It calls for collective agreements to be negotiated with the trade unions
- * Calls for appointment of IR specialists to advise managers in staffing and matters related to trade unions.

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Question # 4

Tell us collective bargaining. What are the different types of activities which comprise collective bargaining?

Answer:-

Collective bargaining means a process of negotiations between employers and a group of employees. The purpose is to reach an agreement to regulate the working conditions.

The collective bargaining mainly comprises of 4 types of activities:

Distributive bargaining - Also termed as conjunctive bargaining, this form of bargaining aims at re-distribution of benefits between the management and the group of workers. In this form of bargaining, one group gains while the other loses something.

Integrative bargaining - Also termed as co-operative bargaining, this form of bargaining is for overall improvement in the working of the organization. No party loses here, so, the level of co-operation is more.

Attitudinal restructuring - This type of bargaining mainly aims at developing a change in the attitude of the management and the employees. The purpose is to reduce the bitterness and develop a congenial atmosphere.

Intra-organizational bargaining - This kind of bargaining aims at achieving the consensus within the trade union and management group.

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Question # 5

Explain me why are trade unions formed? What services do they provide to the members?



Answer:-

- * Trade unions are formed to protect their members from the exploitation by their employers.
- * They negotiate with the management the issues affecting the employees working in the organization.
- * They intervene in the decisions which affect the workers directly like transfer, lay off etc.

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Question # 6

Explain me what measures do you propose to develop congenial Industrial Relations?

Answer:-

Following are certain measure to promote congenial industrial relations:

- * i.) Personnel policies acceptable to all - These should be formulated in conjunction with representatives of employees, clearly stated and uniformly implemented across the organization.
- * ii.) Will to sincerely implement the agreements reached together by the management and unions
- * iii.) Participation of worker's in managerial decisions
- * iv.) Mutual trust and respect within employees and employers
- * v.) Compromising attitude
- * vi.) Strong and stable unions
- * vii.) Government's role as a peacemaker when the employees and employers are not able to solve the issues themselves

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Question # 7

Please explain example of a time when you demonstrated excellent interpersonal skills, and in particular when it comes to seeking out talent?

Answer:-

There was frequently a need for new staff when I worked as assistant manager at a restaurant, due to the high turnover rates in the industry. I was tasked with interviewing job candidates in order to determine who would be the most effective replacements. When I began recruiting people, our restaurant experienced a decrease in turnover rates of over 20 percent. I attribute this to my selective process and my knack for asking the right questions. In that job I also led the team a lot of the time, and the fact that I kept everyone motivated and ready to work hard is also a demonstration of my interpersonal skills.

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Question # 8

Tell me a participant is not complying with the rules of the study. How do you manage the situation?

Answer:-

Candidates need to ensure that all participants understand what is expected of them as participants and what kind of actions or behavior could compromise the study. Participants who do not comply should be discarded from the study.

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Question # 9

What can you tell me about the hiring manager as Recruiting Coordinator?

Answer:-

Not only will you interview with this person, but you also might report directly to them (it's a good idea to ask specifically whether the hiring manager is also the person you'll be reporting to). So it's helpful to know what type of technical background the hiring manager has, as well as information about his/her history within the company. This information will be helpful when speaking with the hiring manager later in the interview process.

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Question # 10

Explain me what is marxist perspective of IR system?

Answer:-

- * The focus of Marxist perspective of IR system is on fundamental division of interest between capital and labour.
- * It assumes that the conflict at work place is a reflection of conflict in the society.
- * Trade unions are deemed as a natural response from workers to protect themselves against exploitation.

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Question # 11

Explain me how would you go about a recruiting process if you were to join this company? Detail the search as well as the interview process?

Answer:-

I would start by making the content for a page on the company website that reaches out by advertising our open positions. I would make sure the page gave clear details as to the requirements to apply for the position as well as a description of what would be involved in the job. I would extend the search by emailing potential sources of candidates, such as college professors who could reach out to students and alumni. I would show up at job fairs to talk to people in person and see who is interested. The interview questions would be focused on identifying which candidates are the most knowledgeable about this company's industry, and also to identify their primary strengths and weaknesses.

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Question # 12

Explain me what is in your opinion, is the most important quality in a Clinical Research Coordinator?

Answer:-



Recruiting Coordinator Interview Questions And Answers

Candidates should list excellent communication and interpersonal skills as the key attributes in a Clinical Research Coordinator.

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Question # 13

Behavioral Recruiting Coordinator Job Interview Questions:

Answer:-

- * Tell me about your most complex assignment so far. How did you handle it?
- * Tell me about one achievement that you are most proud of.
- * Have you ever failed to find an apt candidate in a set time? What went wrong and what did you learn from that experience?

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Question # 14

General Recruiting Coordinator Job Interview Questions:

Answer:-

- * How would you organize a recruitment event for our company?
- * When is the recruitment for a position complete?
- * If the hiring team isn't satisfied with the candidate shortlist you provided, what would you do next?
- * There's an opening for a role you haven't heard of before. How do you prepare the job description?
- * What's your preferred sourcing method?
- * What tools for tracking and following up with candidates have you used?
- * Have you ever used social media to attract candidates?
- * Which type of interview is more effective for a salesperson and what type is more effective for a web developer?
- * What type of assessment tools (e.g. skills assessments and psychometric tests) are you familiar with?
- * How do you evaluate your recruitment methods?
- * Describe your most difficult assignment so far. How did you handle it?
- * What's your biggest achievement?
- * Have you ever failed to complete the hiring process on time? What happened and what did you learn from that experience?

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Question # 15

Environmental Recruiting Coordinator Job Interview Questions:

Answer:-

- * Tell me about a situation in which you had to get around a major obstacle to complete a project.
- * Tell me about a time you had to work on several projects at once. How did you handle this?
- * Describe something you did in your last job that showed your ability to be flexible.
- * Under what conditions do you work best? What changes have you experienced in your current position?
- * Give me a recent example of a stressful situation on the job. What happened? How did you handle it?

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Question # 16

Conflict management Recruiting Coordinator Job Interview Questions:

Answer:-

- * We all have different ways of doing our work. We also have different communication styles, cultural backgrounds and work experiences. Tell me about a time when you had a disagreement with a coworker or your supervisor and how you handled the situation.
- * Reflecting on the situation, is there something you wish you had done differently?
- * Tell me about a conflict situation in the workplace that you handled well.
- * Tell me about a conflict situation in the workplace that you did not handle well.
- * Tell me about a time when you had to work with a difficult person to accomplish a goal.
- * Who are/were your internal customers? Describe a problem you encountered where you saw the situation very differently than the other person.

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Question # 17

Self-motivation Recruiting Coordinator Job Interview Questions:

Answer:-

- * Tell me about a time when you were bored on-the-job. What did you do to make your job more interesting?
- * What is the best way to motivate you?
- * In what ways did you take initiative in your last job?
- * What kinds of rewards are most satisfying to you?
- * What discourages you from wanting to do a good job?
- * Tell me about a time when you went above and beyond the call of duty to get the job done.
- * Were your efforts recognized?
- * By whom and how?
- * How did that make you feel?
- * Give me an example of a time when you took ownership of a situation.
- * What was the result of you stepping up to the challenge?
- * What could have happened if you did not take ownership?
- * Describe the best manager you've ever worked for.
- * Describe the most difficult manager.

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Recruiting Coordinator Interview Questions And Answers

Question # 18

Planning/organizing/priority setting based Recruiting Coordinator Job Interview Questions:

Answer:-

- * How do you keep track of matters requiring your attention?
- * What do you want out of your career short-range? Long range?
- * How are you capitalizing on your strengths?
- * What methods do you use to keep track of your activities and results?
- * How do you determine priorities in scheduling your time?
- * Give me an example of a time when you had to do many things at once.
- * Tell me about a time when a coworker did not report to work and you had to take on extra duties to help out in the absence of the coworker.
- * How did you plan your day?
- * How did the day go?
- * Have you ever been in a position where you worked for more than one manager?
- * Tell me about a time when you were asked to complete more work that was reasonable during your workday. How did you handle the situation?

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Question # 19

Team orientation based Recruiting Coordinator Job Interview Questions:

Answer:-

- * Give me an example of a time when you worked as part of a team.
- * What was your role?
- * What was your contribution to the team?
- * What difficulties did the team experience?
- * Did all of the team members get along?
- * Give me an example of a time when you worked by yourself.
- * What were your accomplishments?
- * What challenges did you encounter?
- * Out of the two situations you just described, which situation was most interesting and why?
- * What did you most enjoy and why?
- * What did you least enjoy and why?
- * How are you perceived by your team members?
- * What do you need from others to operate successfully as a team? Give me an example of a time this worked well for you.
- * Tell me about a time when you worked with someone who was not completing his or her share of the work.
- * How did you handle the situation?
- * Did you discuss your concern with your coworker? With your manager? If yes, how did your coworker respond to your concern? What was your manager's response?
- * Tell me about a time when you had to change your behavior to successfully work with others. How did this make you feel?
- * How have you built positive, productive relationships with your coworkers? Other departments? Your manager?

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Question # 20

Communication skills based Recruiting Coordinator Job Interview Questions:

Answer:-

- * What kind of written communication have you done?
- * How do you demonstrate to others that you are listening?
- * Name one recent success you've had in dealing with a customer. How did you accomplish it?
- * On a scale of 1-10, how important was the interaction with others on your last job?
- * What kinds of communications were used the most in that organization? (One-on-one meetings, email, voice mail, group meetings, written reports.)
- * What departments did you interact with?
- * Tell me about a difficulty you encountered in working with another department. How did it reach resolution?
- * What was the most complex report/presentation you worked on?
- * What made it complex or difficult? Walk me through your timeline.
- * I'd be interested in hearing about a miscommunication you had with a peer and how you solved it.
- * I'd like to hear about the most recent time you had to deal with someone who was upset with you.

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Question # 21

Role-specific Recruiting Coordinator Job Interview Questions:

Answer:-

- * What is your favorite recruitment method?
- * Name the tools you use for tracking and following up with candidates?
- * Do you use social media to attract candidates?
- * Explain in detail the interview processes that are most effective for a web developer and a salesperson?
- * Name the assessment tools you use.
- * How do you assess the effectiveness of your hiring methods?

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Question # 22

Influence/persuasion Recruiting Coordinator Job Interview Questions:

Answer:-

- * Tell me about a recent situation at work in which you were able to get management to accept one of your ideas.
- * Tell me about a decision you have made which affected other departments. How did you alert them?



- * What are some recent examples of things you have done to foster creativity in your group?
- * Tell me about a problem you encountered when the old solutions didn't work and what you did about it?
- * Tell me about a major challenge that you have undertaken within the last year. How did you handle it?
- * What is the most difficult project/program you had to manage?
- * Describe how you helped develop someone else's career. What was your role?
- * What skills do you consider essential in the management of people?
- * Describe your management style.

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Question # 23

Operational and Situational Recruiting Coordinator Job Interview Questions:

Answer:-

- * What would be your approach if you are asked to organize a recruitment drive for our organization?
- * When does the hiring for a position complete?
- * If the recruitment team is not happy with the shortlisted candidates, what would you do next?
- * There is a vacancy for a position you have never heard about. How would you prepare the job description?

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Question # 24

Interpersonal skills based Recruiting Coordinator Job Interview Questions:

Answer:-

- * Tell me about a time you had to deal with an irate customer.
- * We've all had situations in which we've disagreed with our manager. Tell me about a time this happened to you.
- * Describe your manager. How would you evaluate your working relationship with him/her?
- * How would your current team members describe your strengths and development needs?
- * What skills do you consider essential in the management of people?
- * Describe your management style.

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Question # 25

Customer service skills based Recruiting Coordinator Job Interview Questions:

Answer:-

- * What does customer service mean to you?
- * Describe a situation where you went out of your way to solve a customer problem.
- * How would a customer describe your service? Give me an actual example of something you have done to satisfy a customer's desire.
- * Tell me about a time when you encountered an angry customer.
- * Give me an example of a time when you went out of your way to please a customer.
- * Tell me about your most rewarding customer service experience.
- * Tell me about the most difficult customer service experience you've encountered.
- * Give me an example of a time when a customer really tried your patience.
- * Probing questions for all of the above:
 - * How did you handle the situation?
 - * Reflecting on the situation, should you have handled the situation differently?
 - * If so, how?

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Question # 26

Problem solving skills based Recruiting Coordinator Job Interview Questions:

Answer:-

- * Do you consider yourself to be a proactive person? Give me an example of a time when you were proactive in solving a small problem before it turned into a major problem.
- * How have you used creativity to solve a problem? Tell me about a specific instance.
- * Tell me about the most frustrating work experience you have ever faced.
- * How did you deal with the situation?
- * What steps did you take to improve the situation?
- * Tell me about a time when you encountered a problem and your supervisor was not available to help you.
- * How did you handle the problem?
- * How did that make you feel?
- * Walk me through a difficult/complex problem/project you encountered.
- * How did you decide what to do first?
- * What information did you need?
- * What obstacles did you face? Which ones were you able to overcome? Where did you have to ask for help? What did you do?
- * Tell me about a time when you had to shift your plan of attack. How did you make the decision to change? What/who influenced you?

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Question # 27

Fresh Recruiting Coordinator Job Interview Questions:

Answer:-

- * Tell me about your most important responsibilities in your current /last job.
- * Tell me about yourself.
- * What do you find most satisfying about your current job? What do you find least satisfying?



- * Why are you leaving your current employer? How did you reach this decision?
- * Why did you choose this field?
- * What achievements would your manager note? Your peers? Your staff?
- * What is the ideal job for you?
- * What accomplishments have provided you with the most personal satisfaction and career advancement?
- * What are your salary aspirations?
- * What is the make up of an ideal (your position)?
- * How would you evaluate your career to date?
- * What qualities do you think have helped you be successful? Tell me about a situation that exemplifies these qualities.
- * Tell me about a job you've held that most closely matched your skills. What made this job the best fit for you?

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Question # 28

Explain me what is your relationship with the hiring manager?

Answer:-

The best recruiters will have a direct line of communication with the hiring manager. They talk frequently and work closely together on the hiring process. This isn't 100% required, and you'll find some good recruiters out there that work more with a company's HR department. It depends a bit on the type and level of job you're pursuing, but this is still worth asking and finding out.

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Question # 29

Explain me suppose you had to choose between two equally qualified candidates. How would you go about deciding which one to extend a job offer to?

Answer:-

I think the interview process is really important when it comes to selecting candidates, so I would use that as the primary way of distinguishing them. Whoever gives the most confident answers and is most passionate about joining my team would be more highly considered. I would also look for the person with the longest amount of time working in the industry.

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Question # 30

Explain me a time when you made a mistake in your duties. How did you rectify it?

Answer:-

Candidates should acknowledge the importance of diligence in their duties and how oversight can compromise research outcomes. Look for stories where candidates erred, rectified their error and learned a valuable lesson from it.

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Question # 31

Explain me what is the importance of collective bargaining to employees and employers?

Answer:-

Importance of collective bargaining to employees:

- * It increases the strength of employees as a group.
- * It helps in boosting their self respect and level of motivation
- * It increases their sense of responsibility
- * It helps in reaching a quick and fair settlement for employee's issues.

Importance of collective bargaining to employers:

- * It's easier for management to deal with group issues rather than individual issues
- * It leads to an increase in the level of trust among employees and employers benefiting the overall business
- * Reduces absenteeism and labour turnover which increase productivity and reduces the cost and wastage
- * It helps in settling the issues at an initial level before they turn into disputes

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Question # 32

Explain me what are the characteristic features of collective bargaining?

Answer:-

The main features of collective bargaining are:

- * It is a group process involving at least two parties.
- * It is a process of negotiations through mutual discussions and compromise.
- * It is a formal process in which employers and formal trade unions participate for discussions.
- * It is a flexible process consisting of various steps.
- * The process works on the basis of mutual trust and understanding between the two parties.
- * It is a complementary process where each party has something to offer to each other.
- * It is a constructive ongoing process.

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Question # 33

Tell us how often do you communicate with this hiring manager?

Answer:-

This is similar to the question above. Asking recruiters this question will tell you even more information about how closely they work with this company, and therefore how much they can influence the process and help you get the job! You'll want to listen for clues about how often, and how they communicate.



For example, do they have the hiring manager on instant messenger? Or do they exchange one email per month and barely know each other?

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Question # 34

Tell us how do you keep abreast of developments in the field of clinical research?

Answer:-

Candidates should list reading medical literature and attending conferences as their means of staying informed.

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Question # 35

Tell us some central trade union organizations existing in India?

Answer:-

Some of the central trade unions in India are:

- * i.) AITUC - All India Trade Union Congress
- * ii.) BMS - Bhartiya Mazdoor Sangh
- * iii.) CITU - Centre of Indian Trade Unions
- * iv.) HMKP - Hind Mazdoor Kisan Panchayat
- * v.) HMS - Hind Mazdoor Sabha
- * vi.) IFFTU - Indian Federation of Free Trade Unions
- * vii.) INTUC - Indian National Trade Union Congress
- * viii.) NFIU - National Front of Indian Trade Unions
- * ix.) NLO - National Labour Organization
- * x.) TUCC - Trade Unions Co-ordination Centre
- * xi.) UTUC - United Trade Union Congress
- * xii.) UTUC - LS - United Trade Union Congress - Lenin Sarani

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Question # 36

Explain me what are some reasons that other candidates haven't been selected?

Answer:-

This is an essential question to ask recruiters because the hiring manager might not tell you this information later in the process. This can help identify some potential mistakes that candidates have exhibited, whether it's on a resume or during an interview.

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Question # 37

Explain me what is your approach to ensuring compliance with clinical regulation?

Answer:-

Candidates should describe, in detail, the methods they take to ensure that they comply with industry, research and ethical regulations. Look for a methodical approach to compliance.

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Question # 38

Explain me is this position a backfill or newly created?

Answer:-

It's nice to know if a position was previously held by somebody else or if it was newly created within the organization, so this is one of the best questions to ask a recruiter.

There's no right or wrong answer to listen for here, but knowing this type of information is helpful in understanding the big picture.

If this is a backfill, you can follow up by asking what happened to the person that previously held the job. Maybe they were promoted, left the company, transitioned into a new group, etc.

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Question # 39

Tell us do you have any career goals in the human resources industry?

Answer:-

I enjoy recruitment because it allows me to play a front line role in picking out the team of people I work with. I think the people that you work with are really important when it comes to any job. That being said, I would like to continue working in this industry and eventually gain enough experience to become a human resources manager. The reason for this is that I really care about making a job experience the best possible scenario for all workers involved. That's why I got involved in human resources in the first place.

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Question # 40

Tell us how long have you been recruiting in this industry?

Answer:-

Listen to find out if they have substantial experience as a recruiter, and in this industry. Or are they new and relatively inexperienced (and therefore less knowledgeable and less likely to get you hired).

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Question # 41

Tell us the three levels at which collective bargaining works?

Answer:-

The three levels at which collective bargaining works are:

- * i.) National level
- * ii.) Sector/ Industry level
- * iii.) Company level

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Question # 42

Explain me which major factors motivate employees to join trade union?

Answer:-

The major factors which motivate the employees to join trade union are:

- * i.) Increase in bargaining power
- * ii.) Lesser discrimination
- * iii.) Higher sense of security and belongingness
- * iv.) Stage for self expression
- * v.) Ability to participate in management activities giving a sense of involvement

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Question # 43

What is militant functions?

Answer:-

These activities include strike, lock outs, gherao etc which means putting up a fight with the management. Hence, they are called militant functions. They are carried out for following purposes:

- * a.) Rise in wages
- * b.) Rise in the status of workers
- * c.) Protection against injustice

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Question # 44

Explain me what are the main causes of Industrial dispute?

Answer:-

Following are the main causes of industrial dispute:

- * i.) Wages/ Allowance/ Bonus/ Work Load
- * ii.) Leave/ Working hours/ Work conditions
- * iii.) Retrenchment/ Lay offs
- * iv.) Indiscipline/ Violence

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Question # 45

Do you know the functions performed by trade unions?

Answer:-

The functions performed by trade unions can be classified into two groups:

- i.) Militant Functions
- ii.) Fraternal Functions

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Question # 46

Tell me what are the 3 or 4 most important skills?

Answer:-

This information should be used to assess whether or not the job will be a good fit for you.

If you decide it's potentially a good fit, use the information provided to customize a resume before sending it (if you haven't submitted a resume already). You should also use this information to prepare some talking points or questions before your interview.

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Question # 47

What is fraternal functions?

Answer:-

These functions are carried out by the trade unions for the welfare of their employees which includes:

- * a.) Measures to boost up the workers' morale
- * b.) Foster self confidence
- * c.) Develop sincerity and discipline
- * d.) Protection to women workers against discrimination

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Question # 48

Tell us how long has the position been open?

Answer:-

This is a great question to ask recruiters because it will give you a sense of how the search has been going, how many candidates are in the company's pipeline, etc. If a position has been open for a year, it's tipping you off to the fact that the hiring manager is either extremely picky, or nobody wants the job. This is usually a red flag either way. It could also mean that the hiring manager doesn't really know what he/she is looking for and keeps changing the requirements.

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Question # 49

Explain me what is distributive bargaining?

Answer:-

Also termed as conjunctive bargaining, this form of bargaining aims at re-distribution of benefits between the management and the group of workers. In this form of bargaining, one group gains while the other loses something.

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Question # 50

Explain me what is intra-organizational bargaining?

Answer:-

This kind of bargaining aims at achieving the consensus within the trade union and management group.

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Question # 51

What is substantive agreements?

Answer:-

This kind of an agreement deals with specific issues like basic pay, leave policy, bonus payment etc.

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Question # 52

Explain me what do you mean by Industrial dispute?

Answer:-

Industrial dispute can be defined as conflict between management and workers regarding payments or conditions related to work.

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Question # 53

Explain me integrative bargaining?

Answer:-

Also termed as co-operative bargaining, this form of bargaining is for overall improvement in the working of the organization. No party loses here, so, the level of co-operation is more.

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Question # 54

What is procedural agreements?

Answer:-

They usually deal with the relationship between employees and employers to resolve individual and group issues. These are usually filed in the company's rule book.

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Question # 55

Explain me what is attitudinal restructuring?

Answer:-

This type of bargaining mainly aims at developing a change in the attitude of the management and the employees. The purpose is to reduce the bitterness and develop a congenial atmosphere.

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Global Guideline Team
<https://GlobalGuideline.com>
Info@globalguideline.com