

INTERVIEW QUESTIONS FOR HR ROLES

Describe your strategies for organization and handling multiple projects.

Explain, step by step, how you would handle an employee with performance issues.

What is the toughest aspect of managing people?

How do you try to influence people who disagree with you?

What milestones, data, and metrics do you use to monitor the success of your projects or team?

Describe a time when you anticipated a potential problem and developed preventive measures to address the problem.

Tell me about a time when you saw something inefficient. What was the situation and how would you have done it more efficiently?

Also, be sure that you understand the STAR and PARADE methods of answering behavioral interview questions.

CAREERS IN HUMAN RESOURCES FOR MBAs

Human Resource Management (HRM) is the function within an organization that focuses on recruitment, management, and providing direction for the people who work in the organization.

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.

HRM is moving away from traditional personnel, administration, and transactional roles, which are increasingly outsourced. HRM is now expected to add value to the strategic utilization of employees and that employee programs impact the business in measurable ways. The new role of HRM involves strategic direction and HRM metrics and measurements to demonstrate value.

Those interested in Human Resources should strongly consider seeking a PHR Certification from The HR Certification Institute (HRCI) early in their HR career.

UNIVERSITY of HOUSTON

ROCKWELL CAREER CENTER

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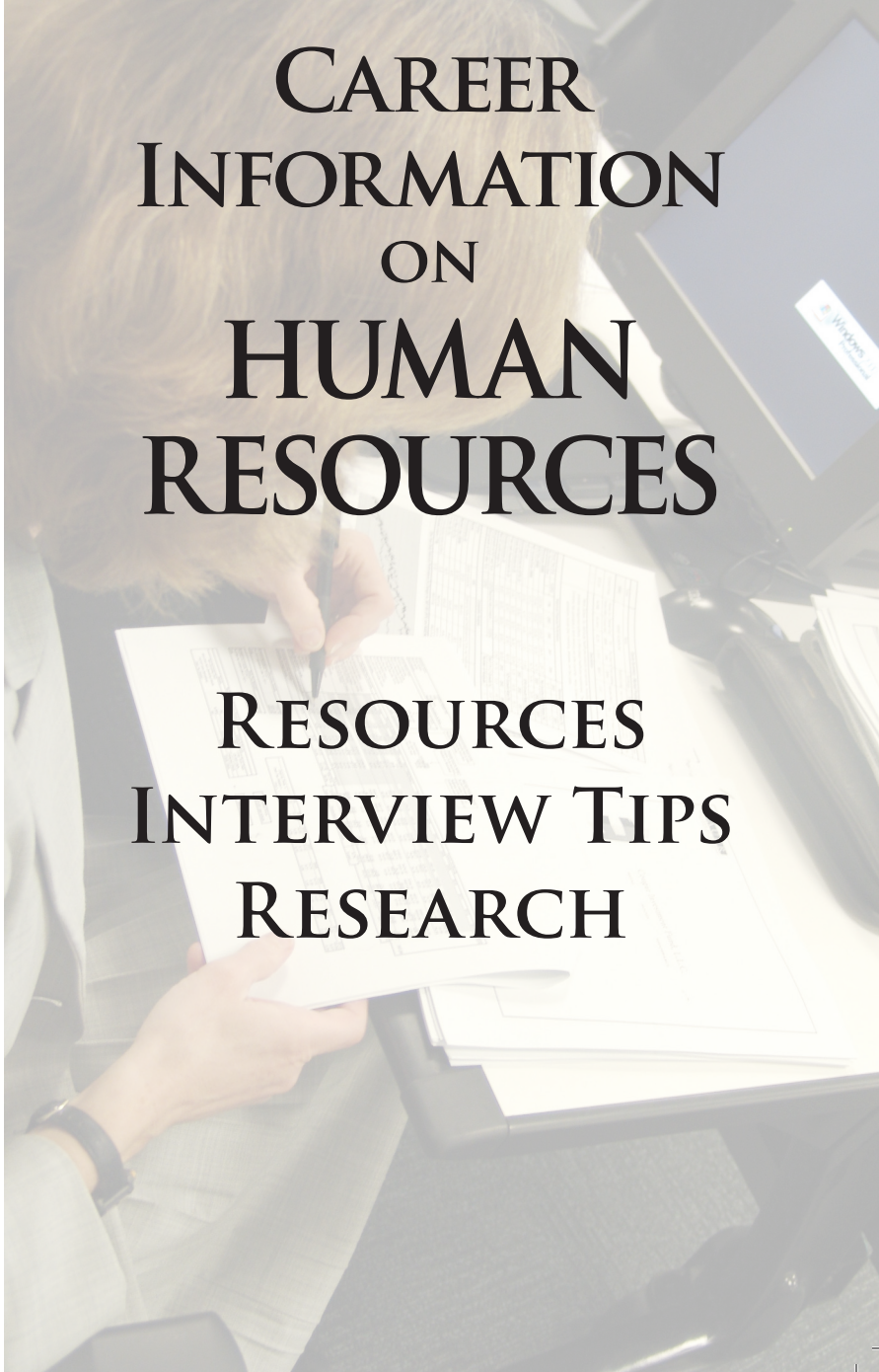
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A person with long hair is sitting at a desk, looking at a document. The desk has a printer and some papers. The background is slightly blurred.

CAREER INFORMATION ON HUMAN RESOURCES RESOURCES INTERVIEW TIPS RESEARCH

William R. Tracey, in The Human Resources Glossary, defines Human Resources as: “The people that staff and operate an organization...as contrasted with the financial and material resources of an organization. The organizational function that deals with the people ...”

Human Resources evolved from personnel as the field moved beyond paying employees and managing employee benefits. The evolution made verbal the fact that people are an organization’s most important resource. People are an asset that must be hired, satisfied, developed, and retained.

SKILLS & ABILITIES

Effective interpersonal skills so you can interact successfully.
Knowledge of computers and information systems.
Effective spoken and written communication.
Comfort with diverse people who have various educational levels, cultural heritages, religious practices, ages, work experience, and opinions.
Understanding of statistics and finance.
Conflict resolution skills.
Able to set and accomplish goals and work as a member of a team.
Demonstrate a high level of integrity, confidentiality, and fairness.

THEORY

Courses in compensation, recruitment, training and development, as well as courses in principles of management, organizational structure, and industrial psychology, and statistics.

POTENTIAL EMPLOYMENT AREAS

Benefit Analyst, Administrator & Specialist	Labor Relations Specialist
Compensation Analyst	Organizational Development Manager
Compliance Manager	Payroll Manager
Diversity & Inclusion Manager	Recruiter/Staffing
Education and Training	Recruiting Manager
Employee Relations	Retirement Analyst
Unemployment Compensation	Safety Manager
Global Compensation Manager	Wellness Coordinator
HR Generalist	Workers Compensation Specialist
HR Consultant	Plant/Factory Manager
HRIS Analyst	Risk Management
	HR Development

HUMAN RESOURCES AT C. T. BAUER COLLEGE OF BUSINESS

We strongly encourage students interested in Human Resources as a career to pursue the MBA Leadership Certificate.

In today’s complex and changing environment, organizations are seeking to hire and promote individuals who understand and can display effective leadership behaviors. It is important for managers and aspiring managers to learn about the nature of effective leadership and how they can develop their own competencies in this area. Accordingly, the primary purpose of this certificate is to examine leadership effectiveness at three levels: leadership skill-sets for the individual, including leadership development and leading change; strategic governance issues for organizations, as well as ethics and social responsibility; and leadership in a global context, including effective leadership practices across cultures. Students who select this Leadership Certificate will have an edge on their competition in the job market and will be able to demonstrate their leadership savvy and understanding of the critical importance of leadership to the bottom line.

RESOURCES FOR HR CAREERS

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HR & Talent Management Executives

ORGANIZATIONS

Society for Human Resource Management
National Human Resources Association
HR Houston
Professionals In Human Resources Association

FOR MORE INFORMATION ABOUT HUMAN RESOURCES AT THE C. T. BAUER COLLEGE OF BUSINESS

For more information about The MBA Leadership Certificate and Management courses in general, please visit the Department of Management website at <http://www.bauer.uh.edu/departments/management/>

For information about the PHR Certification from The HR Certification Institute (HRCI), visit: www.hrci.org

For job postings for HRcareers, visit: HRHouston.org

For more information on Human Resources careers, check out Career Beam via Bauer Gateway at www.hirebauer.com.