A Business Leader's Guide to Hiring an HR Manager

An essential guide that includes sample interview questions for HR Manager candidates and advice on how best to structure your job interviews.



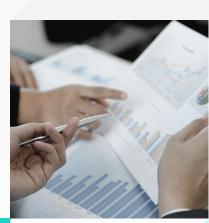
















Getting started

Interviewing your first HR Manager and knowing what questions to ask can be a daunting task.

You want to get it right, you want to set the right impression, but what questions should you actually ask? The stakes are high.

To help you get the most out of your interviews, we've put together the following guide which includes a library of potentially suitable questions.

What kind of questions should I ask HR Manager candidates during a job interview?

The types of questions you might ask an HR professional during an interview will vary depending on the nuances and focus of the HR role you're hiring for.

HR has many different areas which may (or may not) be key to what you need this person to do. These include specialisations such as:

- Employee engagement
- Wellbeing
- Diversity and inclusion
- Employee relations
- Talent acquisition
- Learning and development
- HR analytics and systems
- HR operations
- Reward / compensation & benefits

When hiring an HR Manager where the focus of the role may be fairly broad, understanding 'fit' and how they'll work with you and your leadership team is also critical to understand.





To keep it simple, we've devised the following 'question banks' for you to pick and choose some questions which you might ask.

We'd recommend choosing somewhere between 4-6 questions to complement the wider interview questions you'd usually ask.

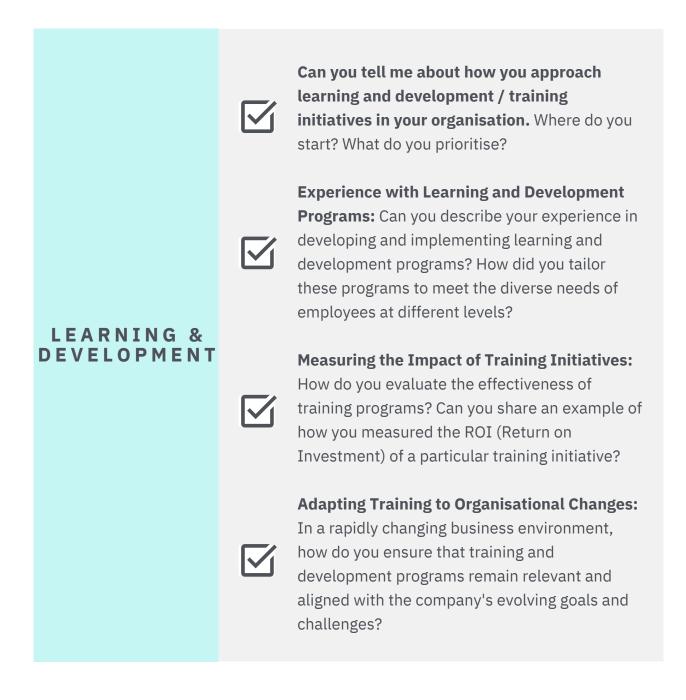


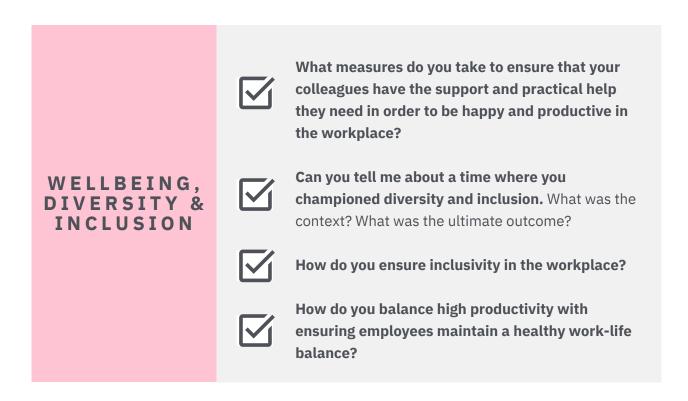
Can you describe a situation where you had to deal with a difficult employee situation? How did you handle it? Would you do anything differently? How do you handle conflicts between employees or between employees and management? Tell us about a time you resolved a conflict at work. What approach did you take, and how did it align with the company's culture? How do you keep yourself updated with the latest trends in HR? Can you share how continuous learning has impacted your HR approach?

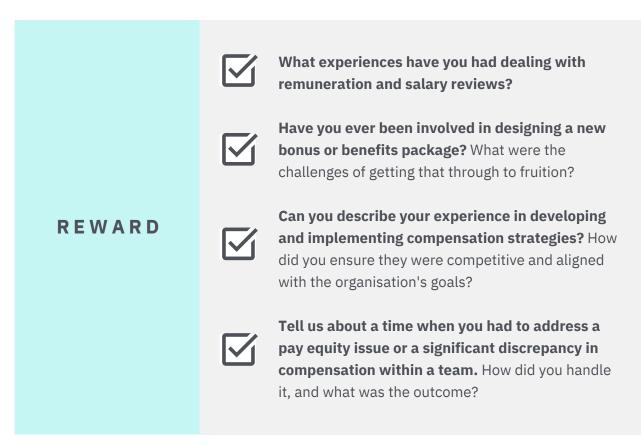


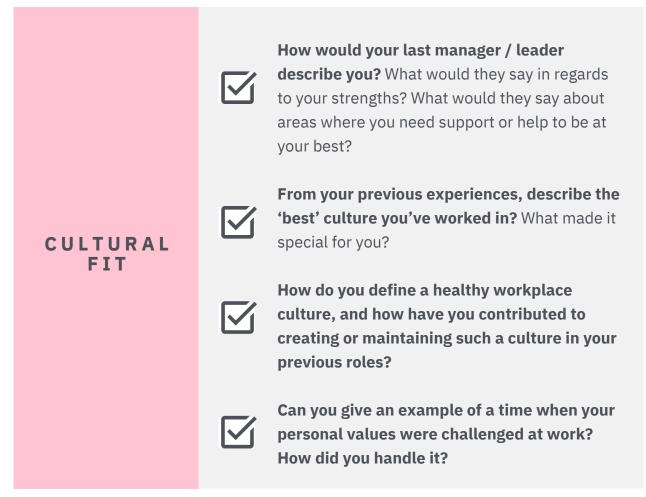












This is by no means an exhaustive list of all the questions you could ask an HR Manager but hopefully it gives you an idea of the areas you could focus on.

However, your questions will obviously be dependent on what you've outlined in the Job Description as important for the role.

So re-reading those points in advance is also a great reminder on what you actually need this person to do!





Structuring your Interviews

When hiring an HR professional, it's likely that there will be at least two interview stages and more than one person involved in the process.

It's therefore important for all stakeholders to understand the role they play within the process, and the areas they need to explore with the candidate.

One person might be responsible for assessing cultural fit, whilst another might take a deeper dive into the candidate's technical competencies.



START WITH AN INTRODUCTION

Begin by introducing yourself and your company. Give a brief overview of your company's culture, values, and mission, and provide some context as to why you are hiring for this role.

You'll also want to outline what the candidate can expect during the interview, how long the interview will last and what will happen at the end of the meeting.



From a candidate's perspective, there's nothing more frustrating than having to repeat their experience 3 or 4 times when meeting different stakeholders from the same business.

It demonstrates a lack of planning and organisation on the business's part and would present an instant red-flag to a candidate.

So, how should you structure a standard job interview?

Structuring your Interviews



ASK OPEN-ENDED QUESTIONS

Start the interview with open-ended questions to get a better understanding of the candidate's current situation, experience and skills. Try to avoid answering the question for them and give them the freedom to talk.



USE BEHAVIOURAL QUESTIONS

Behavioural questions (or competency questions) are designed to assess how a candidate has handled specific situations in the past.

For example, you could ask the candidate to describe how they have resolved a conflict between two employees, or how they have dealt with a difficult termination. This will give you an insight into how they handle challenging situations and their problem-solving skills.



ASSESS THEIR COMMUNICATION SKILLS

Communication is a critical skill for an HR professional, as they are generally responsible for coaching your leadership team, mediating conflicts, and communicating policies and procedures to employees.



EVALUATE CULTURAL FIT

Consider your company culture and values and ask the candidate questions that will help you assess whether they would be a good fit. This is generally quite a subjective area to assess and typically benefits from the input of several team members when deciding either way.



ALLOW TIME FOR QUESTIONS

At the end of the interview, give the candidate an opportunity to ask questions. This will help you gauge their level of interest in the position and allow them to raise any concerns that they may have.

Structuring your Interviews



RECONFIRM THE ROLE & OPPORTUNITY

Don't forget to 'sell' your role and company to the candidate! All too often in an interview scenario, employers forget the all-important balance between establishing if the interviewee is the right fit, and that it's also imperative they also ensure they communicate the positive attributes of their role and company. Why would somebody want this role? Leave them wanting a next stage interview!



CONVEY NEXT STEPS

Your candidates will want to know what happens following the interview, so make sure you communicate the next steps. Will you be considering other applicants? When can they expect to hear from you? Will there be another stage to the process? Being transparent with candidates is really important for building trust and managing expectations.

We hope this guide has helped shape your thinking for your next interview with an HR Manager candidate.

If you have any further questions, please don't hesitate to reach out to us.

GOOD LUCK!



