

“TOP 50”

INTERVIEW QUESTIONS

VICE PRESIDENT HUMAN RESOURCES

1. Our culture is extremely important to us, how have you helped a company foster their culture?
2. What has been the role of the VP Human Resources at your last company?
3. Who reported to you in your last company and how large was the overall staff?
4. Have you had the opportunity to start an HR Department from scratch? Explain the process.
5. What was your involvement in the Strategic Planning process at your last company?
6. What KPI's do you use to manage the HR function?
7. We have thousands of independent contractors in our organization, what role would you see yourself playing in supporting the field sales organization?
8. What type of employee recognition programs have you initiated in your previous companies?
9. What HR software are you familiar with?
10. Tell us how you have been involved in company wide layoffs?

For additional questions go to: www.DirectSalesExperts.com



CRAIG A. FLEMING
FOUNDER AND CEO

ABOUT DIRECT SALES EXPERTS INC.

Direct Sales Experts is a global Executive Search Firm that specializes in “Leadership Identification”. Their focus is the Direct Sales, Network Marketing, MLM, Party Plan and Social Selling channels. At Direct Sales Experts they have spent a lifetime building relationships with the channel's strongest leaders. By utilizing a network of 50,000 executives, their focus when working for you is to identify, interview, qualify and deliver quickly high performing proven leaders to help grow your business. Many of the world's leading Direct Sales Organizations seek advice and council on Executive Recruiting, leadership development and succession planning.



DirectSalesExperts.Com | 407.489.3351 | Craig@DirectSalesExperts.com

Name of Candidate: _____

Date: _____ Time: _____ Interviewer: _____

ANSWERS:

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COMPANY PRIORITIES:

Check the Box Yes or No if the person fits in the organization and then rank 1-10 with 10 being a perfect fit.

	Fit Y/N	Ranking 1-10	Thoughts
Culture			
Leadership			
Skill Sets			
Articulation			
Team Player			
Management Style			
Attitude			
Enthusiasm			
Charisma			
Appearance			
Vision			
Mission			
Strategic Thinking			
TOTALS			

INTERVIEWER FINAL THOUGHTS: _____



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VICE PRESIDENT HUMAN RESOURCES

11. How have you helped companies diversify their organizations?
12. How have you helped companies become more open and transparent?
13. What trends are you seeing that our company needs to be on top of?
14. Have you been involved in creating and overseeing Policy Administration?
15. Have you been involved in conducting 360 surveys in your past positions?
16. What changes have you seen implemented from conducting employee surveys?
17. What is the largest group of people you have spoken in front of?
18. What 10 words best describe your personality?
19. What are your biggest strengths?
20. What weakness are you currently working on?

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VICE PRESIDENT HUMAN RESOURCES

21. Describe your first 30, 60 and 90 days at our company, what would you look to accomplish?
22. What type of legal issues have you had to deal with in previous companies?
23. Describe the interview process that you have seen work best?
24. How experienced are you with establishing and maintaining budgets?
25. Describe a time when you had to resolve a very delicate situation between two employees?
26. Tell us how you would go about letting a person go?
27. What type of employee performance evaluation process have you been involved in?
28. What outside vendors do you normally like to use?
29. Tell us about the vendor selection process you have used in evaluating benefit programs?
30. Have you been involved in any type of succession planning exercises with previous companies?

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31. What has been your experience in conducting employee engagement activities? What has been most successful?
32. What involvement have you had in managing HR issues Internationally?
33. Since COVID we are seeing more work from home requests, what has been your experience with these new issues?
34. Have you had experience in dealing with outside staffing agencies and or executive search firms?
35. How would you describe your management style?
36. How would you go about setting up a Customers Reward Plan?
37. How would you describe your leadership style?
38. What type of employee training programs have you been involved with?
39. What is the best way to retain employees?
40. Have you ever conducted exit interviews?

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41. Describe your proficiency in employment law and how has that helped you?
42. Describe a time you encountered an ethical conflict with the management team, how did you handle that?
43. Are you familiar with the Fair Labor Standards Act (FLSA)?
44. As an HR Professional, you hear a lot of complaints from employees, how do you determine what issues to elevate and which ones to resolve yourself?
45. What do you think is the most important role that the human resources department plays within an organization?
46. What national trade associations do you belong to?
47. Are you a member of the Society for Human Resource Management (SHRM)?
48. What role have you played in maintaining safety in the workplace?
49. What have been the biggest challenges from an IT perspective that you have experienced?
50. What are the biggest mistakes you have seen from owners who don't value the HR function?

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