

# EXAMPLE

## Interview Questions

### Human Resources Specialist, GS-0201-11

1. This position requires knowledge of the wide range of methods, principles and practices used in the recruitment and placement process; to include the procedural and regulatory requirements governing the merit promotion process. Discuss your experience and knowledge in the recruitment and placement process from providing management advisory to resolving complex issues.

**10 – 15 Points:** Extensive experience in recruitment and placement.

**5 – 10 Points:** Moderate experience in recruitment and placement.

**0 – 5 Points:** Limited experience in recruitment and placement.

2. This position requires knowledge and skill in applying the full range of classification position management principles, concepts, practices, and techniques to include management advisory. Provide an example where you used fact-finding and analysis to develop a concrete action plan to resolve a complex problem.

**10 – 15 Points:** Extensive experience with classification management advisory.

**5 – 10 Points:** Moderate experience with classification management advisory.

**0 – 5 Points:** Limited experience with classification management advisory.

3. This position requires the incumbent to work independently, accurately and as a member of a team, dealing with more than one priority at a time. Please describe your experiences in these areas.

**10 – 15 Points:** Extensive skills in working independently, team setting, and multi-tasking.

**5 – 10 Points:** Moderate skills in working independently, team setting, and multi-tasking.

**0 – 5 Points:** Limited skills in working independently, team setting, and multi-tasking.

4. This is a two part question. This position requires knowledge of proper communication principles and techniques and the skill necessary to communicate effectively both orally and in writing, clearly and concisely with internal and external customer such as co-workers, supervisors, senior management, the Air Force Personnel

Center, and community outreach contacts. Discuss your experience with writing, creating presentations, and conducting trainings/briefings to large audiences. Please describe your experiences that equipped you in using effective communication skills.

**10 – 15 Points:** Extensive knowledge of and experience using effective communication skills.

**5 – 10 Points:** Moderate knowledge of and experience with using effective communication skills.

**0 – 5 Points:** Limited knowledge of and experience with using effective communication skills.

5. What are the best assets that you bring to the job? Where are you challenged? How do you plan to turn those challenges into assets?