

Score every candidate against the same questions and criteria

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · ACCOUNT OFFICER

1	What kind of software do you use for bookkeeping and financial reporting?	1 2 3 4 5	
2	Describe how you handle accounts receivable/payable.	1 2 3 4 5	
3	Are you comfortable working with a budget and hitting targets set by the organization?	1 2 3 4 5	
4	Can you explain complex financial information to nonfinancial staff members clearly and concisely?	1 2 3 4 5	
5	Do you have experience in forecasting and budgeting for upcoming projects?	1 2 3 4 5	
6	Are you familiar with risk management techniques and procedures?	1 2 3 4 5	
7	How do you stay current on changes in tax codes and regulations?	1 2 3 4 5	
8	What strategies have you implemented to reduce costs or increase profits?	1 2 3 4 5	
9	Have you ever supervised or trained other accounting staff members?	1 2 3 4 5	
10	What strategies do you use to ensure the accuracy and integrity of financial records?	1 2 3 4 5	

OVERALL ASSESSMENT

CRITERIA	SCORE (1-5)	NOTES
Educational Background Appropriate qualifications or training for the position.	1 2 3 4 5	
Prior Work Experience Skills or qualifications acquired through past work.	1 2 3 4 5	
Qualifications / Experience The technical skills the position actually needs.	1 2 3 4 5	
Problem Solving Abilities Demonstrated critical problem-solving.	1 2 3 4 5	
Communication Team building and communication skills.	1 2 3 4 5	
Organizational Fit Would this hire steer the organization the right way?	1 2 3 4 5	
Directional Fit A step forward, or backward, in their career?	1 2 3 4 5	

RECOMMENDATION

☐ Advance ☐ Hold ☐ Decline

1 = well below the bar · 3 = meets it · 5 = clearly above it

AvaHR — hiring software for teams without a recruiter
Use the same scorecard for every candidate in this role.