

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · ACCOUNTING ASSISTANT

1	What do you know about managing accounts payable/receivable?	1 2 3 4 5	
2	How comfortable are you with bookkeeping software, such as QuickBooks?	1 2 3 4 5	
3	Are you familiar with taxation regulations and filing taxes for businesses?	1 2 3 4 5	
4	Can you explain some of the joint financial statements used in accounting?	1 2 3 4 5	
5	Have you ever audited a company's finances or prepared an audit report?	1 2 3 4 5	
6	Are there any areas within the accounting field that interest you most or which skills would you like to improve upon?	1 2 3 4 5	
7	Do you have any experience dealing with investors or banking institutions?	1 2 3 4 5	
8	Are there any other accounting duties that you feel confident about and would like to mention?	1 2 3 4 5	
9	Describe a typical day in your current accounting role.	1 2 3 4 5	
10	What do you think are the most essential qualities for an Accounting Assistant to possess?	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.