avaHR

Accounting Clerk Candidate Scorecard

Score every candidate against the same questions and criteria

CANDIDATE	INTERVIEWER	DATE	STAGE

INTERVIEW QUESTIONS · ACCOUNTING CLERK

1	What experience do you have working in accounts?	1 2 3 4 5	
2	What accounting software are you familiar with?	1 2 3 4 5	
3	Have you ever prepared financial statements?	1 2 3 4 5	
4	What is your experience with bookkeeping?	1 2 3 4 5	
5	Do you have a degree in accounting or finance?	1 2 3 4 5	
6	What qualities would you bring to this position?	1 2 3 4 5	
7	Have you ever prepared a balance sheet or income statement?	1 2 3 4 5	
8	Can you describe your experience reconciling bank statements?	1 2 3 4 5	
9	Tell me about a time when you had to crunch numbers in a hurry.	1 2 3 4 5	
10	Have you ever been responsible for payroll?	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.