

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · ACCOUNTING INTERN

1	Can you provide an overview of your accounting coursework and any relevant internships or experience you have had?	1 2 3 4 5	
2	What motivated you to pursue a career in accounting, and why are you specifically interested in this internship opportunity?	1 2 3 4 5	
3	How familiar are you with accounting software and tools commonly used in the industry? Can you give examples of software you have used and the tasks you performed?	1 2 3 4 5	
4	Can you explain a complex accounting concept or principle in simple terms? How would you ensure accuracy and adherence to accounting standards in your work?	1 2 3 4 5	
5	How do you approach problem-solving in accounting? Can you provide an example of a challenging accounting issue you faced and how you resolved it?	1 2 3 4 5	
6	Describe a time when you had to work effectively as part of a team to achieve a specific accounting-related goal. What role did you play, and what were the outcomes?	1 2 3 4 5	
7	How do you handle deadlines and prioritize tasks in a fast-paced environment? Can you share an experience where you had to manage multiple accounting projects simultaneously?	1 2 3 4 5	
8	In accounting, attention to detail is crucial. How do you ensure accuracy and minimize errors in your work? Can you provide an example of a time when your attention to detail prevented a significant mistake?	1 2 3 4 5	
9	What are some accounting regulations or ethical considerations you believe are important to follow? How would you handle a situation where you encountered a potential ethical dilemma in accounting?	1 2 3 4 5	
10	How do you stay updated with changes in accounting standards, regulations, or industry practices? Can you provide an example of how you have applied new accounting knowledge or skills in a practical situation?	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	

CRITERIA	SCORE (1-5)	NOTES
Qualifications / Experience The technical skills the position actually needs.	① ② ③ ④ ⑤	<hr/> <hr/>
Problem Solving Abilities Demonstrated critical problem-solving.	① ② ③ ④ ⑤	<hr/> <hr/>
Communication Team building and communication skills.	① ② ③ ④ ⑤	<hr/> <hr/>
Organizational Fit Would this hire steer the organization the right way?	① ② ③ ④ ⑤	<hr/> <hr/>
Directional Fit A step forward, or backward, in their career?	① ② ③ ④ ⑤	<hr/> <hr/>

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.