

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · ACCOUNTING SUPERVISOR

1	What experience do you have in accounting?	1 2 3 4 5	
2	How have you managed accounts and team members in the past?	1 2 3 4 5	
3	What challenges did you face when supervising an accounting team?	1 2 3 4 5	
4	What strategies would you use to ensure accuracy across multiple sets of books simultaneously?	1 2 3 4 5	
5	How have you kept up with changes in accounting regulations?	1 2 3 4 5	
6	Tell us about your experience working with financial tools or software like Quickbooks, Excel, etc.	1 2 3 4 5	
7	Do you have the ability to interpret and analyze financial statements?	1 2 3 4 5	
8	How do you ensure proper documentation of financial transactions?	1 2 3 4 5	
9	What methods have you used to train and develop junior accounting staff in the past?	1 2 3 4 5	
10	Are there any processes or procedures that you are especially proud of implementing within an accounting team?	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	

CRITERIA

SCORE (1-5) NOTES

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.