

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · ACCOUNTS PAYABLE SPECIALIST

1	Describe your experience with Accounts Payable processes.	1 2 3 4 5	
2	How do you stay up to date on the latest accounts payable regulations?	1 2 3 4 5	
3	What techniques have you employed to streamline accounts payable operations?	1 2 3 4 5	
4	Tell me about a time when you identified and resolved an issue with accounts payable records.	1 2 3 4 5	
5	How do you handle multiple projects simultaneously?	1 2 3 4 5	
6	What strategies have been successful in reducing errors or discrepancies related to Accounts Payable?	1 2 3 4 5	
7	Describe a situation in which you had to negotiate with suppliers and vendors on payment terms.	1 2 3 4 5	
8	How have you used technology to improve accounts payable processes?	1 2 3 4 5	
9	What do you find most challenging about Accounts Payable?	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.