avaHR

Accounts Receivable Candidate Scorecard

Score every candidate against the same questions and criteria

CANDIDATE	INTERVIEWER	DATE	STAGE

INTERVIEW QUESTIONS · ACCOUNTS RECEIVABLE

1	Describe a time when you had to dispute a bill.	1 2 3 4 5	
2	Tell me about a time when you had to contact a customer about an overdue invoice.	1 2 3 4 5	
3	How would you handle a situation where a customer disputed their invoice?	1 2 3 4 5	
4	What do you think is the most important aspect of Accounts Receivable?	1 2 3 4 5	
5	How do you stay organized and keep track of multiple deadlines?	1 2 3 4 5	
6	Describe a time when you had to manage a large volume of invoices.	1 2 3 4 5	
7	What are some of the most common challenges you have faced in Accounts Receivable?	1 2 3 4 5	
8	How would you identify a delinquent account?	1 2 3 4 5	
9	What is your preferred method for issuing invoices?	1 2 3 4 5	
10	When was the last time you updated your accounts receivable records?	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.