

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · AUDIT ASSOCIATE

1	What inspired you to choose a career in auditing, and how do you see your role as an Audit Associate?	1 2 3 4 5	
2	How do you ensure you stay updated with the latest changes in GAAP or other relevant auditing standards?	1 2 3 4 5	
3	Describe a complex financial discrepancy you identified in a previous audit. How did you address it?	1 2 3 4 5	
4	Can you recall a time when you disagreed with a senior auditor's approach or findings? How did you handle the situation?	1 2 3 4 5	
5	How would you handle a situation where you suspect an organization is intentionally misleading in its financial statements?	1 2 3 4 5	
6	Which audit software or tools are you familiar with, and how have they benefited your auditing processes?	1 2 3 4 5	
7	Describe a particularly challenging audit you were involved in due to time constraints. How did you manage to meet the deadline?	1 2 3 4 5	
8	Share an experience where collaborative team effort led to a more successful audit.	1 2 3 4 5	
9	Describe a situation where you had difficulty obtaining necessary information from a client. How did you handle it?	1 2 3 4 5	
10	The auditing field is constantly evolving. How do you ensure your continuous professional development in this field?	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	

CRITERIA	SCORE (1-5)	NOTES
Communication Team building and communication skills.	① ② ③ ④ ⑤	<div></div> <div></div>
Organizational Fit Would this hire steer the organization the right way?	① ② ③ ④ ⑤	<div></div> <div></div>
Directional Fit A step forward, or backward, in their career?	① ② ③ ④ ⑤	<div></div> <div></div>

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.