

| CANDIDATE | INTERVIEWER | DATE | STAGE |
|-----------|-------------|------|-------|
|-----------|-------------|------|-------|

INTERVIEW QUESTIONS · AUDIT MANAGER

|    |                                                                                 |       |  |
|----|---------------------------------------------------------------------------------|-------|--|
| 1  | How would you handle a difficult client or project?                             | 12345 |  |
| 2  | Are you familiar with the latest regulations around audit processes?            | 12345 |  |
| 3  | Can you give examples of strategies used to improve accuracy during audits?     | 12345 |  |
| 4  | What techniques do you use to ensure successful audits?                         | 12345 |  |
| 5  | How do you stay organized during complex audit projects?                        | 12345 |  |
| 6  | Describe a project where you had to investigate financial discrepancies.        | 12345 |  |
| 7  | Are there any areas where you feel like your auditing skills could be improved? | 12345 |  |
| 8  | How do you handle having multiple deadlines in a short time frame?              | 12345 |  |
| 9  | Do you have any experience with data analysis that would help in auditing?      | 12345 |  |
| 10 | How do you motivate and lead your teams through large projects?                 | 12345 |  |

OVERALL ASSESSMENT

| CRITERIA                                                                                  | SCORE (1-5) | NOTES |
|-------------------------------------------------------------------------------------------|-------------|-------|
| <b>Educational Background</b><br>Appropriate qualifications or training for the position. | 12345       |       |
| <b>Prior Work Experience</b><br>Skills or qualifications acquired through past work.      | 12345       |       |
| <b>Qualifications / Experience</b><br>The technical skills the position actually needs.   | 12345       |       |
| <b>Problem Solving Abilities</b><br>Demonstrated critical problem-solving.                | 12345       |       |
| <b>Communication</b><br>Team building and communication skills.                           | 12345       |       |
| <b>Organizational Fit</b><br>Would this hire steer the organization the right way?        | 12345       |       |
| <b>Directional Fit</b><br>A step forward, or backward, in their career?                   | 12345       |       |

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.