

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · BILLING COORDINATOR

1	What experience do you have with billing?	1 2 3 4 5	
2	How would you go about preparing an invoice?	1 2 3 4 5	
3	What do you understand the terms "net 30" and "due upon receipt" to mean?	1 2 3 4 5	
4	Do you have experience handling collections?	1 2 3 4 5	
5	What are your responsibilities as a billing coordinator?	1 2 3 4 5	
6	How would you manage an abnormally large invoice?	1 2 3 4 5	
7	What is the process of invoicing customers?	1 2 3 4 5	
8	Can you provide me with an example of an invoice you created?	1 2 3 4 5	
9	What is your experience working with different accounting software?	1 2 3 4 5	
10	Have you ever handled a complex billing problem?	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.