

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · BUDGET ANALYST

1	What is your experience with creating and managing a budget?	1 2 3 4 5	
2	Tell me about a time when you had to cut costs in a budget.	1 2 3 4 5	
3	How would you handle discrepancies in budget data?	1 2 3 4 5	
4	Tell me about a time when you had to give presentations on financial reports.	1 2 3 4 5	
5	Can you tell me about your experience working with Excel formulas?	1 2 3 4 5	
6	What is your experience with tracking spending?	1 2 3 4 5	
7	Give me an example of a time when you had to make adjustments to a budget.	1 2 3 4 5	
8	Tell me about a time when you had to explain financial reports to non-financial staff.	1 2 3 4 5	
9	Can you tell me about a time when you uncovered errors in a budget?	1 2 3 4 5	
10	How do you handle stress when working with numbers and large amounts of data?	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.