

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · CHARTERED ACCOUNTANT

1	Do you have any experience dealing with auditing procedures?	1 2 3 4 5	
2	What experience do you have working with financial reporting and compliance-related challenges?	1 2 3 4 5	
3	How confident are you in creating financial statements, such as income statements and balance sheets?	1 2 3 4 5	
4	Describe a project or task that required creative thinking to solve the problem.	1 2 3 4 5	
5	Are there any areas of accounting or finance where you feel less comfortable working?	1 2 3 4 5	
6	How familiar are you with applicable laws and regulations related to Chartered Accountancy?	1 2 3 4 5	
7	Have you ever worked with clients in different industries, and what challenges did they present?	1 2 3 4 5	
8	Describe a difficult situation you've encountered and how you overcame it.	1 2 3 4 5	
9	What systems or software do you have experience using for accounting purposes?	1 2 3 4 5	
10	What about corporate governance accounting regulations software?	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	

CRITERIA

SCORE (1-5) NOTES

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.