

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · COST ACCOUNTANT

1	What experience do you have in cost accounting?	1 2 3 4 5	
2	How would you go about developing a budget for our company?	1 2 3 4 5	
3	Describe your understanding of financial statements and how it relates to cost accounting.	1 2 3 4 5	
4	Tell us about a project you've recently completed that involved cost accounting.	1 2 3 4 5	
5	What systems and processes have you used to analyze costs?	1 2 3 4 5	
6	How do you handle discrepancies in the accounts?	1 2 3 4 5	
7	Describe a time when you identified ways to reduce costs within an organization.	1 2 3 4 5	
8	How do you stay current on relevant changes in accounting regulations and requirements?	1 2 3 4 5	
9	What methods do you use to validate the accuracy of your cost accounting records?	1 2 3 4 5	
10	How do you work with management to ensure cost accounting standards are met?	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.