

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · COST ANALYST

1	What experience do you have in cost analysis?	1 2 3 4 5	
2	How would you go about analyzing a project's costs?	1 2 3 4 5	
3	Have you ever made recommendations for reducing company expenditures?	1 2 3 4 5	
4	Can you tell me about the most challenging cost analysis project that you have undertaken?	1 2 3 4 5	
5	What strategies would you use to ensure accuracy in financial data and reporting?	1 2 3 4 5	
6	What tools and software do you use to complete cost analysis projects?	1 2 3 4 5	
7	Are there any specific methodologies or approaches related to cost analysis that you consider essential?	1 2 3 4 5	
8	Describe your experience in preparing and presenting reports to executive management teams.	1 2 3 4 5	
9	How do you stay current with changes in cost analysis best practices?	1 2 3 4 5	
10	What strategies would you use to align cost analysis processes with the organization's goals and objectives?	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.