

Score every candidate against the same questions and criteria

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · CPA

1	What are your certifications and licenses?	12345	
2	Have you ever been disciplined by the accounting board?	12345	
3	Can you provide me with client references?	12345	
4	What is your experience in preparing tax returns for businesses?	12345	
5	What software do you use to prepare financial statements?	12345	
6	Can you walk me through how you would audit a business' books?	12345	
7	What red flags would you look for in a set of financial statements?	12345	
8	How do you keep up with changes in accounting regulations?	12345	
9	Do you have experience testifying in court as an expert witness?	12345	
10	Can you provide me with a writing sample from a previous engagement?	12345	

OVERALL ASSESSMENT

CRITERIA	SCORE (1-5)	NOTES
Educational Background Appropriate qualifications or training for the position.	12345	
Prior Work Experience Skills or qualifications acquired through past work.	12345	
Qualifications / Experience The technical skills the position actually needs.	12345	
Problem Solving Abilities Demonstrated critical problem-solving.	12345	
Communication Team building and communication skills.	12345	
Organizational Fit Would this hire steer the organization the right way?	12345	
Directional Fit A step forward, or backward, in their career?	12345	

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.