

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · ENTRY LEVEL ACCOUNTANT

1	What accounting software are you familiar with?	1 2 3 4 5	
2	Have you ever prepared financial statements?	1 2 3 4 5	
3	What is your experience with bookkeeping?	1 2 3 4 5	
4	Can you tell me about a time when you had to manage a budget?	1 2 3 4 5	
5	Tell me about a time when you had to solve a complex problem.	1 2 3 4 5	
6	Can you share a project you spearheaded that was successful?	1 2 3 4 5	
7	What is your experience in auditing?	1 2 3 4 5	
8	Tell me about a time when you had to give critical feedback.	1 2 3 4 5	
9	Can you think of an instance where you utilized creative problem-solving?	1 2 3 4 5	
10	What is your experience in tax preparation?	1 2 3 4 5	
11	Tell me about a time when you had to work with difficult people.	1 2 3 4 5	
12	Can you give me an example of a complex financial analysis you performed?	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?

12345

RECOMMENDATION

☐ Advance

☐ Hold

☐ Decline

AvaHR — hiring software for teams without a recruiter
Use the same scorecard for every candidate in this role.

1 = well below the bar · 3 = meets it · 5 = clearly above it