

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · FINANCE DIRECTOR

1	What is your experience overseeing the financial health of a company or organization?	1 2 3 4 5	
2	Can you give me an overview of your budgeting process?	1 2 3 4 5	
3	Can you tell me about a time when you had to manage risk for your company?	1 2 3 4 5	
4	What was the most difficult financial decision you ever had to make?	1 2 3 4 5	
5	What is your financial analysis?	1 2 3 4 5	
6	Tell me about a time when you had to give difficult news to upper management.	1 2 3 4 5	
7	How do you handle stress when making important financial decisions?	1 2 3 4 5	
8	What would you do if you found out that one of your employees was embezzling money?	1 2 3 4 5	
9	What is your experience with budgeting and forecasting?	1 2 3 4 5	
10	What are some examples of financial analysis you have done in the past?	1 2 3 4 5	
11	Tell me about a time when you had to manage risk for your company.	1 2 3 4 5	
12	Have you ever had any issues with reconciling data or completing financial reports on time?	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	

CRITERIA

SCORE (1-5) NOTES

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.