

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · FULL CHARGE BOOKKEEPER

1	What experience do you have as a bookkeeper?	1 2 3 4 5	
2	What accounting software are you familiar with?	1 2 3 4 5	
3	Do you have a degree in accounting or finance?	1 2 3 4 5	
4	Have you ever prepared financial statements?	1 2 3 4 5	
5	Can you tell me about a time when you had to manage a difficult financial situation?	1 2 3 4 5	
6	Tell me about a time when you had to crunch numbers in a hurry.	1 2 3 4 5	
7	What would you do if you discovered errors in your work?	1 2 3 4 5	
8	How do you stay current on changes in bookkeeping methods and software?	1 2 3 4 5	
9	Are you familiar with the double-entry bookkeeping system?	1 2 3 4 5	
10	What is your experience in managing inventory?	1 2 3 4 5	
11	Do you have experience in preparing payroll?	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	
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.