

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · HR PAYROLL ADMINISTRATOR

1	Can you walk us through your experience with payroll administration and HRIS software?	12345	
2	How do you ensure accuracy and compliance when processing payroll and managing employee benefits?	12345	
3	Can you discuss a time when you had to resolve a payroll discrepancy or address an employee's payroll-related concern?	12345	
4	How do you stay updated on changes to payroll laws, regulations, and tax codes?	12345	
5	Can you describe your approach to managing payroll deadlines and ensuring timely payment to employees?	12345	
6	How do you handle confidential employee information and maintain data security when processing payroll?	12345	
7	Can you discuss your experience with payroll reporting and generating relevant payroll-related reports for management or regulatory purposes?	12345	
8	How do you collaborate with other departments, such as HR and finance, to ensure payroll processes are streamlined and efficient?	12345	
9	Can you provide an example of a payroll project you successfully managed from start to finish?	12345	
10	How do you prioritize tasks and manage competing deadlines in a fast-paced payroll environment?	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	

CRITERIA	SCORE (1-5)	NOTES
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.