avaHR

Payroll Assistant Candidate Scorecard

Score every candidate against the same questions and criteria

CANDIDATE	INTERVIEWER	DATE	STAGE

INTERVIEW QUESTIONS · PAYROLL ASSISTANT

1	What experience do you have working with payroll systems?	① ② ③ ④ ⑤	
2	Are you familiar with accounting principles and regulations related to payroll?	① ② ③ ④ ⑤	
3	Describe a time when you had to resolve an issue in the payroll system.	① ② ③ ④ ⑤	
4	How do you ensure accuracy when processing payroll information?	① ② ③ ④ ⑤	
5	Do you have any questions about our company's payroll process?	① ② ③ ④ ⑤	
6	Tell us about your knowledge of tax laws affecting employee wages.	① ② ③ ④ ⑤	
7	Are you able to work with multiple payroll systems?	① ② ③ ④ ⑤	
8	How do you troubleshoot payroll issues when they arise?	① ② ③ ④ ⑤	
9	What methods do you use to stay up-to-date with changing regulations and laws?	① ② ③ ④ ⑤	
10	Can you explain your experience in preparing reports for management related to payroll information?	① ② ③ ④ ⑤	
11	Do you have any experience dealing with garnishments or child support orders?	① ② ③ ④ ⑤	
12	What strategies do you use to ensure your work is completed in a timely manner?	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?	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.