

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · PAYROLL CLERK

1	What experience do you have with payroll?	12345	
2	How familiar are you with the software used to process payroll?	12345	
3	What is your understanding of federal and state labor laws as they relate to payroll?	12345	
4	Can you tell me about a time when you had to resolve a difficult payroll issue?	12345	
5	Have you ever been responsible for calculating employee bonuses or commissions?	12345	
6	Tell me about your experience handling tax filings for employees.	12345	
7	What would you do if you discovered an error in an employee's payroll information?	12345	
8	Do you have any experience preparing reports on payroll data?	12345	
9	Can you tell me about a time when you had to deal with a difficult customer or client?	12345	
10	How would you handle reconciling the company's payroll with the bank statement?	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	
Communication Team building and communication skills.	12345	
Organizational Fit Would this hire steer the organization the right way?	12345	

CRITERIA

SCORE (1-5) NOTES

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.