

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · PAYROLL MANAGER

1	Can you explain the end-to-end process you follow to ensure accurate and timely payroll processing?	1 2 3 4 5	
2	How do you stay up-to-date with changes in payroll legislation and tax laws?	1 2 3 4 5	
3	Describe a complex payroll issue you encountered in the past and how you resolved it.	1 2 3 4 5	
4	What payroll systems are you familiar with, and what do you consider when selecting payroll software for an organization?	1 2 3 4 5	
5	Can you discuss a time when you had to explain a payroll discrepancy to a non-finance employee? How did you handle it?	1 2 3 4 5	
6	How do you manage to ensure personal and sensitive employee data remains confidential?	1 2 3 4 5	
7	What strategies do you employ to handle tight deadlines, especially at the end of the financial year?	1 2 3 4 5	
8	Can you explain how you would deal with discrepancies or errors in payroll processing?	1 2 3 4 5	
9	Describe your experience with benefits administration and how you ensure it aligns with payroll processing?	1 2 3 4 5	
10	How do you approach the training and supervision of your payroll team to ensure they are competent and comply with company policies and legal requirements?	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.