

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · PAYROLL OFFICER

1	What experience do you have with payroll?	1 2 3 4 5	
2	What software programs are you familiar with?	1 2 3 4 5	
3	Can you provide me with an example of a time when you had to manage a difficult payroll situation?	1 2 3 4 5	
4	How would you go about calculating employee overtime?	1 2 3 4 5	
5	Have you ever had to handle any employee disputes?	1 2 3 4 5	
6	Can you tell me about your process for issuing paychecks?	1 2 3 4 5	
7	What have you found to be the most challenging part of the payroll process?	1 2 3 4 5	
8	What software programs are you familiar with?	1 2 3 4 5	
9	What are your methods for ensuring accurate and on-time payroll processing?	1 2 3 4 5	
10	Tell me about your experience dealing with employees and unions.	1 2 3 4 5	
11	Have you ever been audited by the government regarding your payroll practices?	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.