

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · PAYROLL SPECIALIST

1	Can you explain how you stay updated with changes in payroll laws and regulations at both the state and federal levels?	1 2 3 4 5	
2	Describe a time when you identified an error in payroll processing. How did you handle it, and what was the outcome?	1 2 3 4 5	
3	How do you manage tight deadlines, especially during end-of-year tax reporting or unexpected changes in payroll schedules?	1 2 3 4 5	
4	What payroll systems are you most familiar with, and how have you used these systems to streamline payroll processes?	1 2 3 4 5	
5	How do you ensure accuracy and confidentiality in handling employee payroll information?	1 2 3 4 5	
6	Can you explain your experience with automating payroll processes or introducing new payroll software?	1 2 3 4 5	
7	How do you handle discrepancies or disputes from employees regarding their paychecks? Can you give an example?	1 2 3 4 5	
8	What steps do you take to reconcile payroll accounts and ensure compliance with all payroll-related financial regulations?	1 2 3 4 5	
9	Describe your experience with preparing reports for management, such as summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.	1 2 3 4 5	
10	How do you approach the training or guidance of new team members or other departments on payroll-related processes and best 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	

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.