

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · PROPERTY ACCOUNTANT

1	What is your experience as an Assistant Director?	1 2 3 4 5	
2	What experience do you have in accounting for a property?	1 2 3 4 5	
3	Can you provide an example of a property tax return you have prepared?	1 2 3 4 5	
4	Have you ever encountered a dispute with a landlord or tenant over financial matters?	1 2 3 4 5	
5	What software do you use to prepare financial statements and records?	1 2 3 4 5	
6	Do you have any qualifications in taxation or real estate law?	1 2 3 4 5	
7	How would you go about investigating and resolving a discrepancy in rent payments?	1 2 3 4 5	
8	Can you provide me with examples of what you would do as a Property Accountant?	1 2 3 4 5	
9	Why are you interested in this Property Accountant role?	1 2 3 4 5	
10	What do you think are the main challenges faced by Property Accountants?	1 2 3 4 5	
11	How would you handle working with multiple clients?	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	

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.