

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · REVENUE CYCLE ANALYST

1	What experience do you have working with coffee?	12345	
2	What experience do you have with billing and invoicing?	12345	
3	Can you provide an example of a time when you had to reconcile accounts?	12345	
4	What type of software do you feel most comfortable working with?	12345	
5	How would you handle a customer who is requesting a refund?	12345	
6	Have you ever had to research past-due payments? If so, how did you go about it?	12345	
7	What do you think is the most important skill for a Revenue Cycle Analyst?	12345	
8	What experience do you have with tracking and managing the flow of money?	12345	
9	What software programs do you know how to use to manage finances?	12345	
10	Can you give me an example of a time when you had to reconcile accounts?	12345	
11	Can you tell me about a difficult situation that you faced while working as a Revenue Cycle Analyst?	12345	
12	How did you communicate with other departments within your company?	12345	
13	What was the most challenging aspect of the job for you?	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	

CRITERIA	SCORE (1-5)	NOTES
Organizational Fit Would this hire steer the organization the right way?	12345	
Directional Fit A step forward, or backward, in their career?	12345	

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.