

CANDIDATE	INTERVIEWER	DATE	STAGE
-----------	-------------	------	-------

INTERVIEW QUESTIONS · TAX ACCOUNTANT

1	How familiar are you with U.S. tax laws and filing requirements?	1 2 3 4 5	
2	Have you ever provided tax planning services to clients?	1 2 3 4 5	
3	Do you possess any postsecondary qualifications related to Tax Accounting or Law?	1 2 3 4 5	
4	What software programs do you use for preparing taxes and managing client accounts?	1 2 3 4 5	
5	Are there any specific areas of taxation that interest you the most?	1 2 3 4 5	
6	What strategies have you employed to ensure accurate and timely filing of taxes?	1 2 3 4 5	
7	Have you ever been involved in any tax audits or disputes with the IRS? If so, how did you handle them?	1 2 3 4 5	
8	How do you handle complex tax situations such as sole proprietorships, estates, trusts, etc.?	1 2 3 4 5	
9	Do you have experience working with multiple jurisdictions?	1 2 3 4 5	
10	How do you keep up with changes in taxation laws and filing 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	
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?

12345

RECOMMENDATION

☐ Advance

☐ Hold

☐ Decline

AvaHR — hiring software for teams without a recruiter
Use the same scorecard for every candidate in this role.

1 = well below the bar · 3 = meets it · 5 = clearly above it