

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · TAX SPECIALIST

1	What experience do you have in the field of taxation?	1 2 3 4 5	
2	What education or training do you have in taxation?	1 2 3 4 5	
3	Have you ever prepared tax returns for individuals or businesses?	1 2 3 4 5	
4	What software programs do you feel most comfortable using for tax preparation?	1 2 3 4 5	
5	What is your take on recent changes to the tax code in the United States?	1 2 3 4 5	
6	How do you stay up to date with the ever-changing tax laws?	1 2 3 4 5	
7	Have you ever prepared taxes for businesses?	1 2 3 4 5	
8	What is your understanding of double taxation?	1 2 3 4 5	
9	Can you provide an example of a complex tax situation that you handled?	1 2 3 4 5	
10	How do you ensure accuracy when preparing taxes?	1 2 3 4 5	
11	Do you have any experience interacting with local, state, or federal government agencies regarding taxes?	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.