

### Interview Questions Relating to Candidate's Skills

- Describe some recent projects you were involved in to improve accounting efficiency/effectiveness. What did you do?
- Describe for me a time when you have come across questionable payroll practices. How did you handle the situation?
- What do you like about working with customers? Dislike?
- Give me an example of how you stay organized when juggling multiple tasks.
- If you had to read illegible handwriting, what would you do?
- At which computer programs are you proficient?
- Describe a complex problem you had to solve and walk me through your thinking as you solved it.
- Tell me about a creative solution you developed for a challenging situation or problem.
- How long have you worked as a manager?
- If I were to interview the people who have reported to you in the past, how would they describe your management style?
- Rate your management skills on a scale of 1 to 10 with 10 representing excellent management skills. Provide three examples from your past work experiences that demonstrate your selected number is accurate.
- How would team members describe the role you played and the effectiveness of your contribution on a recent team project, department planning effort, or project?
- How well do you communicate with others? What communication techniques do you use?
- How do you think our guests would describe you and your work?
- What did you bring to the last position you were in? Describe how your strengths improved the team.