

## Interview Questions

Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. Tell us about yourself (education, work experience, etc.)
2. What are some of the responsibilities that you have in your present job? What is a typical day like?
3. What previous payroll experience do you have? For how many employees?
4. What do you think would be the most important attribute a person should have for this position?
5. What are your major strengths/weaknesses?
6. Explain the importance of confidentiality in this position.
7. How would you prioritize the demands of your job when others are also asking you for help?
8. What are your long-term career goals?
9. What would your current supervisor say makes you valuable to him/her?
10. How would those people who work with you or have worked with you, describe your ability to work with others?
11. What problems do you encounter on the job? Which frustrates you the most? Why? How do you deal with them?
12. Do you mind working longer hours to complete a timeline on a project?
13. Have you been involved in an audit before?
14. What do you believe qualifies you for this position?
15. Do you have any questions of us?