**Interview Questions**

**Payroll Technician – Finance Office**

**Candidate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Interviewer:\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_**

1. Please provide the committee with a brief review of your professional work experience and all educational/vocational training relative to this position.
2. Describe your experience with respect to preparing and processing payroll data, including any experience you have in tracking employee attendance. Also, please identify the name of the software product that you used in preparing and process payroll data.
3. Describe your technology skills.

* What software programs are you proficient in?

* How do you use technology in your current position?
* Describe your understanding and experience in technology used to process payroll.

1. Describe for us the processes you use to review your work to make sure that the end result is accurate and error-free?
2. This position requires teamwork and the ability to step in for other co-workers, as needed. What do you consider a successful team and provide us with examples of how you work as a team player.
3. An employee has submitted a time sheet which their supervisor has electronically approved, however; you know that it is not accurate. What steps would you take to clarify the situation?
4. This position requires the handling of confidential files and information. Please describe how you handle information confidential in nature.
5. The payroll department is currently processing payroll for eight districts with several districts having the same payroll due dates. Please explain the process that you would use in preparing multiple districts payroll at the same time.
6. Customer service is of utmost importance at the (District). In your opinion, what do you feel is necessary to provide quality customer service?

* In your current position, whom do you define as your customers?
* What are the things that you do in your current position that would be seen as providing service to your customers?

1. Due to the number of payrolls that are processed in the same week, sometimes overtime will be required or district defined holiday schedules cannot be honored. Will this be a problem for you if you are given reasonable notice?
2. We have asked you many questions to get to know you better. Is there anything else you want us to know? Do you have any questions for us?