** Finance Interview Scorecard**

 **Interview score total:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Candidate name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Interviewer name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This interview scorecard is brought to you by [**SAP Concur**](https://www.concur.com/). To help with developing situational based questions reference the article, [**A Guide to Interviewing Controller Candidates**](https://community.concur.com/t5/Resources/Find-the-Best-Controller-Interview-Questions-You-Should-Be/ba-p/6910).

**Scoring**

For each section, rank the candidate by the appropriate score and then multiple by the weight based on how important that skill set is for your business. Place the total for each section on the “total” line.

**Scores**

5 – Exceptional 4 – Above average 3 – Average 2 – Satisfactory 1 – Unsatisfactory

**Weight**

3 – Very important 2 – Important 1 – Low importance

**1 – General Background**

Does the candidate have the finance and accounting experience required to be a controller at your company?

**Score:** 5 4 3 2 1 **Weight:** 3 2 1

**Total:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments / notes from resume:

**2 – Leadership and Communication**

Does the candidate have the leadership and communication skills required to excel at managing your accounting team and work with leadership across the business?

**Score:** 5 4 3 2 1 **Weight:** 3 2 1

**Total:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments / notes from resume:

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**3 - Industry Knowledge**

Rank the candidate’s understanding of the financial nuances for your specific industry.

**Score:** 5 4 3 2 1 **Weight:** 3 2 1

**Total:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments / notes from resume:

**4 – Ability to Improve Your Business**

Rank the candidate for their ability to improve your business based their past experiences and knowledge of your business.

**Score:** 5 4 3 2 1 **Weight:** 3 2 1

**Total:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments / notes from resume:

**5 – Experience with Finance Solutions**

Rank the candidate for their experience with finance technologies your business currently uses and their ability to bring on new technology.

**Score:** 5 4 3 2 1 **Weight:** 3 2 1

**Total:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments / notes from resume:

**6 – Overall Impression**

Provide an overall rating for the candidate and your recommendations for proceeding for next steps.

**Score:** 5 4 3 2 1 **Weight:** 3 2 1

**Total:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

****Comments / notes from resume: