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INTERVIEW 6

call references 7

2<sup>nd</sup> interview  
if needed 8

PAYROLL  
CLERK

### Interview Questions

1. *What can you tell me about yourself?*
2. *Why did you choose payroll as a career?*
3. *What interests you about this position?*
4. *Why do you want to work for this company?*
5. *Which payroll systems have you worked with?*
6. *What are some differences between an employee and contractor?*
7. *Can you describe Fair Labor Standards?*
8. *What is FICA, and how is it calculated?*
9. *What are some examples of voluntary deductions?*
10. *What are some examples of involuntary deductions?*
11. *What benefits are taxable?*
12. *What Excel skills do you use as part of your payroll duties?*
13. *How would your colleagues describe you?*
14. *Do you prefer to work alone or as part of a team?*
15. *What is your pet peeve at work?*
16. *What do you do to beat stress in the payroll department?*
17. *How do you prefer to communicate with colleagues? With management?*

### Choosing the Final Candidate for Payroll Clerk



Take your **TIME** to choose  
the right person

What unique **SKILLS** will the final candidate  
bring to the business or company?

Pick the **PASSIONATE** candidate!

