

SAMPLE INTERVIEW RUBRIC – ACCOUNTANT III

Use this rubric to evaluate the candidate’s key competencies during the interview.

Selection Criteria	Interview Questions	Anchor Answers	Rating
<p>Problem Solving:</p> <ul style="list-style-type: none"> • Gains agreement on the problem-solving process, risk assessment, decision points, and criteria. • Predicts and explains long-term trends and implications for alternatives. • Monitors industry for best practices and new techniques in problem-solving. • Orchestrates the resolution of high-impact and cross-functional problems. 	<p>Please provide an example where you had limited time and information to address a complex problem. How did you go about addressing that problem and what was the outcome?</p>	<p>Candidate clearly establishes all facts and factors associated with the problem. Conducts appropriate analysis; Develops a list of solutions and potential consequences; Uses appropriate logic to develop a solution; Engages other stakeholders in fact-finding when appropriate</p>	<p>Unacceptable - No key points</p> <p>Marginal - Very few key points</p> <p>Acceptable - Most of the key points</p> <p>Good - All key points</p> <p>Superior - Exceeds key points</p>
<p>Accuracy & Attention to Detail:</p> <ul style="list-style-type: none"> • Supports the organization’s quality management process. • Understands techniques for measuring the cost and impact of errors. • Uses manual and electronic tools and techniques for enhancing accuracy. • Identifies and corrects errors, oversights and omissions. • Monitors the industry for new tools and techniques in assuring accuracy. 	<p>Tell me about a time when you made a mistake in your work. How did you find it and what did you do to correct it?</p>	<p>Candidate demonstrates humility in acknowledging mistake; Assesses impact and communicates to appropriate individuals and levels; Uses sound judgement/methods to correct mistake; Implements safeguards to avoid future same/similar mistakes</p>	<p>Unacceptable - No key points</p> <p>Marginal - Very few key points</p> <p>Acceptable - Most of the key points</p> <p>Good - All key points</p> <p>Superior - Exceeds key points</p>

<p>Commitment to Diversity:</p> <ul style="list-style-type: none"> • Sees the value of cultural, ethnic, gender, and other individual differences in people. • Seeks different points of view and leverages diverse perspectives in group processes and decision-making. • Listens to and objectively considers the ideas/input of others. Respects the talents and contributions of all individuals. 	<p>Provide an example of steps you've taken in your current or previous position to create an inclusive work environment. What were the outcomes of your actions?</p>	<p>Candidate demonstrates an understanding and acceptance of equity, inclusion, and diversity concepts; shows respect for people and their differences; works to understand the perspectives of others.</p>	<p>Unacceptable - No key points</p> <p>Marginal - Very few key points</p> <p>Acceptable - Most of the key points</p> <p>Good - All key points</p> <p>Superior - Exceeds key points</p>
<p>Position-Specific Competency:</p> <ul style="list-style-type: none"> • Experience processing biweekly journal entries, reversal adjustment processing, and payroll run processing. • Extensive knowledge of off-cycle processing, third-party vendor adjustments, and reconciliation of payroll. • Thorough understanding of how to prepare and remit federal employment taxes on a weekly basis. including verifying data on employee's records and adjustments in myUFL. 	<p>Give an example of how you process biweekly journal entries and manage any adjustments that need to be made? How does handling it this way help you manage your work?</p>	<p>Candidate provides examples of software used; Candidate reviews process for making sure all steps are completed in a timely manner; Candidate identifies ways to document the process</p>	<p>Unacceptable - No key points</p> <p>Marginal - Very few key points</p> <p>Acceptable - Most of the key points</p> <p>Good - All key points</p> <p>Superior - Exceeds key points</p>

<p>Ideal Candidate Profile Characteristics - Communication and Collaboration:</p> <ul style="list-style-type: none"> Communicates effectively with diverse audiences, using appropriate media and language, ensuring important messages are understood. Communicates well downward, upward, and outward by adapting communication for the intended audience. Secures commitment for decisions by communicating clearly and credibly to stakeholders. Ensures that collaboration does not result in too much time being spent on trivial matters, the diffusion of responsibility, and other counter-productive behaviors. Proactively takes action when confronted with a problem. 	<p>Tell me about a time when poor communication led to poor work performance? How did you address the situation?</p>	<p>Candidate emphasized the importance of adjusting communication based on audience/conversation; discusses the importance of soliciting feedback to confirm understanding; understands the importance of identifying key stakeholders and soliciting their input for decisions; discusses the importance of explaining decisions and reasoning</p>	<p>Unacceptable - No key points</p> <p>Marginal - Very few key points</p> <p>Acceptable - Most of the key points</p> <p>Good - All key points</p> <p>Superior - Exceeds key points</p>
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FOR ADDITIONAL ASSISTANCE

Policies & Directives

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