

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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