



HOW TO USE AI

TO GENERATE INTERVIEW QUESTIONS



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I am hiring for a Financial Controller, can you please write me a list of suitable interview questions for a Financial Controller.





WE USED **CHATGPT**






[HTTPS://CHAT.OPENAI.COM/](https://chat.openai.com/)
(IT HAS A FREE TIER)





CHOOSE A PROMPT

ChatGPT

 Examples	 Capabilities	 Limitations
"Explain quantum computing in simple terms" →	Remembers what user said earlier in the conversation	May occasionally generate incorrect information
"Got any creative ideas for a 10 year old's birthday?" →	Allows user to provide follow-up corrections	May occasionally produce harmful instructions or biased content
"How do I make an HTTP request in Javascript?" →	Trained to decline inappropriate requests	Limited knowledge of world and events after 2021

WRITE YOUR PROMPT IN HERE





OUR EXAMPLE PROMPT



I am hiring for a Financial Controller, can you please write me a list of suitable interview questions for a Financial Controller.





THE RESULTS



Sure, here's a list of interview questions for a Financial Controller:

1. Can you walk us through your experience with financial reporting and analysis?
2. How do you ensure the accuracy of financial statements and reports?
3. How do you stay current with changes in financial regulations and laws?
4. Can you give an example of a time when you had to make a difficult financial decision?
5. How do you manage and prioritize your workload?
6. Can you describe a time when you had to communicate complex financial information to non-financial stakeholders?
7. Can you walk us through your budgeting and forecasting process?
8. How do you motivate and lead a team?
9. Can you tell us about a successful cost-saving initiative you implemented in your previous role?
10. How do you measure and evaluate the success of financial initiatives and projects?
11. Can you discuss a time when you identified and resolved a significant financial issue?
12. How do you build and maintain strong relationships with internal and external stakeholders, including auditors and bankers?

**USE THIS AS A BASIS TO
DRAW UP YOUR INTERVIEW
QUESTIONS**





YOU CAN ALSO GENERATE COMPETENCY QUESTIONS

EXCEL SKILLS



Please write me competency based questions to assess the excel ability of an Accountant



Sure, here's a list of competency-based questions to assess the Excel ability of an Accountant:

1. Can you walk us through your experience using Excel for financial modeling and forecasting?
2. How familiar are you with advanced Excel functions such as pivot tables, VLOOKUP, and conditional formatting?
3. Can you give an example of a complex financial analysis you conducted using Excel?
4. Can you discuss your experience with creating and maintaining financial spreadsheets and databases?
5. Can you show us how you would use Excel to analyze and reconcile large amounts of financial data?
6. Can you explain your approach to automating repetitive tasks in Excel?
7. How do you ensure the accuracy and integrity of data entered into Excel spreadsheets?
8. Can you discuss your experience with creating and using Excel macros?
9. Can you tell us about a particularly challenging problem you faced in your previous accounting experience and how you used Excel to solve it?
10. How do you stay current with changes in Excel and its capabilities for financial analysis?
11. Can you give an example of how you used Excel to present financial information to stakeholders in a clear and concise manner?
12. How do you approach troubleshooting and fixing errors in complex Excel spreadsheets?





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