

Payroll Secretary Interview Questions

1. Tell me how you organize, plan, and prioritize your work.

2. Provide an experience in which you detected and reconciled a payroll discrepancies.

3. Share an experience you had in dealing with a difficult person and how you handled the situation.

4. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)

5. Share an experience when you applied new technology or information in your job. How did it help your company?

6. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?

7. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?

8. Share an experience in which your attention to detail and thoroughness had an impact on your last company.

9. Describe an effective method you have used to maintain payroll records and employee information.

10. Share an experience in which you effectively computed wages and deductions.