



Tipton County Foundation

Growing, Leading, Serving Since 1986!

Pre-Interview Questions for Applicants for Employment as Bookkeeper/Administrative Assistant

Please email your responses to the following questions as a pdf document (First Name Last Name-Screening.pdf) to lori@tiptoncf.org and ceo@tiptoncf.org. Attach your résumé pdf and completed employment application as a pdf. All of your responses should be in attached pdf documents and **not** in the body of the email.

As the SUBJECT line of your email, please use BAA-Your First and Last Names.

1. Name, address, daytime and evening phone numbers, email address.
2. Salary history for the past five years, and contact information (name, address, phone, email, and length of time you have known) for two professional references.
3. This is a part-time job, approximately 20 to 30 hours per week, with no health benefit or paid time off. What weekdays and time of day would be most convenient for you in scheduling a consistent 20 to 30-hour week? How soon could you start work? What are your hourly salary expectations for this position?
4. Tell about your previous or current work experience involving bookkeeping.
 - a. Any formal training related to bookkeeping
 - b. Major related tasks
 - c. Financial reports have you been responsible for preparing
 - d. Using what software
 - e. For what companies or organizations
 - f. What time frame for this kind of work
5. How much interaction have you had with vendors and clients or customers (in any job)?
6. Tell about your computer skills in general. Specifically discuss Microsoft Word and Excel, and database managers you have worked with, and any social networking you frequently engage in.
7. What type of reporting structure have you worked within? Have you supervised others? Have you mostly worked independently, or as part of a team?
8. What skills (not necessarily related to bookkeeping) do you consider your greatest strengths?
9. Tell about a complex project you were tasked with completing under deadline.
10. Tell about the work of the Tipton County Foundation. Why do you want to work here?
11. Tell about your experiences as a volunteer during the past ten years.
12. What else would you like us to know about you?
13. What questions do you have?