Hiring Decision Matrix

Complete one matrix per requisition once all finalists have finished every interview step. Fill in criteria and weights before anyone sees candidate scores. Ratings use a 1 to 4 scale: 1 = does not meet, 2 = partly meets, 3 = meets, 4 = exceeds. Weighted score = rating x weight. Attach the underlying scorecards.

REQUISITION DETAILS

Job title

Requisition number

Department / location

Hiring manager

Recruiter

Number of openings

Date criteria and weights were set

Date of decision meeting

MUST-HAVE REQUIREMENTS (PASS / FAIL BEFORE SCORING)

Requirement 1 (e.g. valid state license, legal work authorization, available for the posted shift)

Requirement 2

Requirement 3

Candidates who did not meet a must-have, and which one

CRITERIA AND WEIGHTS (WEIGHTS MUST TOTAL 100)

Criterion 1 name, evidence source (e.g. structured interview Q3-Q5, work sample) and weight %

Criterion 2 name, evidence source and weight %

Criterion 3 name, evidence source and weight %

Criterion 4 name, evidence source and weight %

Criterion 5 name, evidence source and weight %

Criterion 6 name, evidence source and weight % (optional)

Total weight

CANDIDATE A

Candidate name or ID

Criterion 1 rating (1-4)

Criterion 2 rating (1-4)

Criterion 3 rating (1-4)

Criterion 4 rating (1-4)

Criterion 5 rating (1-4)

Criterion 6 rating (1-4)

Total weighted score (max 400)

Evidence notes: strongest and weakest criterion, with specific examples

CANDIDATE B

Candidate name or ID

Criterion 1 rating (1-4)

Criterion 2 rating (1-4)

Criterion 3 rating (1-4)

Criterion 4 rating (1-4)

Criterion 5 rating (1-4)

Criterion 6 rating (1-4)

Total weighted score (max 400)

Evidence notes: strongest and weakest criterion, with specific examples

CANDIDATE C

Candidate name or ID

Criterion 1 rating (1-4)

Criterion 2 rating (1-4)

Criterion 3 rating (1-4)

Criterion 4 rating (1-4)

Criterion 5 rating (1-4)

Criterion 6 rating (1-4)

Total weighted score (max 400)

Evidence notes: strongest and weakest criterion, with specific examples

DEBRIEF RECORD

Panel members present

Were all scorecards submitted before the debrief?

☐ Yes ☐ No (explain below)

Ratings changed during debrief, by whom, and the evidence cited

Points of disagreement and how they were resolved

Minimum acceptable weighted score agreed for this role

DECISION

Selected candidate

Backup candidate (silver medalist)

Decision

☐ Extend offer to top scorer ☐ Extend offer to another finalist (reason required)

☐ No hire: reopen search ☐ Hold pending further assessment

Job-related reason for the decision, especially if not the top weighted score

Hiring manager signature

Date

Date

Recruiter / HR reviewer signature

Date

Date