Interview Scorecard

Complete this scorecard on your own within 2 hours of the interview and before you talk to other interviewers. Rate each competency only on what you saw or heard in this interview. Write the evidence (what the candidate said or did) before you choose a rating. Leave a competency blank if you did not assess it.

CANDIDATE AND INTERVIEW DETAILS

Candidate name

Candidate ID / requisition number

Position applied for

Location / site

Interview date

Interview stage

☐ Phone screen ☐ First-round interview ☐ Panel interview ☐ Final interview
☐ Work sample / skills exercise

Interview format

☐ In person ☐ Video ☐ Phone ☐ Asynchronous video

Interviewer name

Interviewer job title

Focus area assigned to this interviewer

RATING SCALE

4 = Strong evidence: exceeds the bar for this role. Gave specific, relevant examples with clear actions and results; would raise the level of the team.

3 = Meets the bar: solid, specific evidence that the candidate can do this part of the job well from day one or after normal training.

2 = Partial evidence: some relevant experience, but examples were vague, secondhand ("we did") or only partly relevant. Would need significant coaching.

1 = No or contrary evidence: could not give an example, or the example showed behavior that would cause problems in this role.

N/A = Not assessed in this interview.

COMPETENCY 1: [COMPETENCY NAME, E.G. CUSTOMER FOCUS] (WEIGHT [__]%)

Question(s) asked

Evidence: what the candidate said or did

Rating

☐ 4 - Strong evidence ☐ 3 - Meets the bar ☐ 2 - Partial evidence
☐ 1 - No or contrary evidence ☐ N/A - Not assessed

COMPETENCY 2: [COMPETENCY NAME, E.G. PROBLEM SOLVING] (WEIGHT [__]%)

Question(s) asked

Evidence: what the candidate said or did

Rating

☐ 4 - Strong evidence ☐ 3 - Meets the bar ☐ 2 - Partial evidence
☐ 1 - No or contrary evidence ☐ N/A - Not assessed

COMPETENCY 3: [COMPETENCY NAME, E.G. COMMUNICATION] (WEIGHT [__]%)

Question(s) asked

Evidence: what the candidate said or did

Rating

☐ 4 - Strong evidence ☐ 3 - Meets the bar ☐ 2 - Partial evidence
☐ 1 - No or contrary evidence ☐ N/A - Not assessed

COMPETENCY 4: [COMPETENCY NAME, E.G. JOB-SPECIFIC SKILL] (WEIGHT [__]%)

Question(s) asked

Evidence: what the candidate said or did

Rating

☐ 4 - Strong evidence ☐ 3 - Meets the bar ☐ 2 - Partial evidence
☐ 1 - No or contrary evidence ☐ N/A - Not assessed

COMPETENCY 5: [COMPETENCY NAME, E.G. RELIABILITY AND ACCOUNTABILITY] (WEIGHT [__]%)

Question(s) asked

Evidence: what the candidate said or did

Rating

☐ 4 - Strong evidence ☐ 3 - Meets the bar ☐ 2 - Partial evidence
☐ 1 - No or contrary evidence ☐ N/A - Not assessed

MUST-HAVE REQUIREMENTS (PASS / NOT MET)

Can work the required schedule / shift: [describe]

☐ Confirmed ☐ Not confirmed ☐ Not discussed

Meets required license, certification or credential: [describe]

☐ Confirmed ☐ Not confirmed ☐ Not applicable

Meets minimum skill threshold: [e.g. typing 35 WPM, assessment score]

☐ Confirmed ☐ Not confirmed ☐ Not applicable

Other job-related requirement: [describe]

☐ Confirmed ☐ Not confirmed ☐ Not applicable

SCORE SUMMARY

Weighted score (sum of rating x weight, divided by 100)

Number of competencies rated 1

Strongest evidence observed

Biggest concern and what evidence it is based on

Questions or areas the next interviewer should probe

RECOMMENDATION

Overall recommendation

☐ Strong hire ☐ Hire ☐ No hire ☐ Strong no hire

Reason for recommendation (job-related only)

☐ I completed this scorecard independently, before discussing the candidate with other interviewers

Interviewer signature

Date

Date and time submitted