

INTERVIEW SCORECARD

JOB TITLE: INTERVIEWER: SCALE:

1. Unacceptable: *Not a fit*
2. Below the bar: *fails to meet most needs*
3. Acceptable: *meets job requirements*
4. Good candidate: *strong fit*
5. Star candidate: *must hire, find budget*

FACTORS

Prepared for interview

Prepared with quality questions on role, understands fundamental COMPANY business, presents with energy

SCORE:

Work Ethic

Look for doers, actively participating, results oriented, strives for more

SCORE:

Communication Skills

Articulate, professional, perceptive, listens, asks clarifying questions, responds to the question

SCORE:

Critical Thinking

Shows interest in question and provides thoughtful response. Demonstrates analytical thinking

SCORE:

Fit for COMPANY values

Conscientious, sense of ownership, genuine attitude, willing to own flaws

SCORE:

Team Orientation

Collaborative experience, versatile, good sense of humor, approachable

SCORE:

Technical/Business Skills

Solid understanding of role and skills needed, recent relevant experience

SCORE:

Manager Skills (for roles with staff)

Shows proficiency in leading a team, handling tough situations, skills in coaching and prioritizing

SCORE:

Average Score:

Notes: