



## Interview **scorecard**

An interview scorecard is a structured tool used to objectively evaluate candidates based on predefined criteria. It typically includes key competencies for the role, with a rating for each.

- ✓ Sets an objective measure of success
- ✓ Minimises unconscious bias
- ✓ Ensures consistent evaluation
- ✓ Evaluates behavioural, functional or technical competencies

In the tables below, you'll find examples for four typical key competencies that you can evaluate in an interview. Each uses a scale from 1 to 5. For each scale, we provide a definition of what might define success.

Print out this template and customise it depending on the job level, your team dynamics and company values.





Don't hire ← Hire →					
Example	Not observed	Strong no	No	Yes	Strong yes
Communication	<ul style="list-style-type: none"><li>• Not observed</li></ul>	<ul style="list-style-type: none"><li>• Struggles to express ideas clearly</li><li>• Poor listening</li></ul>	<ul style="list-style-type: none"><li>• Has difficulty articulating complex thoughts</li><li>• Listens but may miss key points</li></ul>	<ul style="list-style-type: none"><li>• Listens actively</li><li>• Shares and conveys information transparently</li><li>• Adapts to audience</li></ul>	<ul style="list-style-type: none"><li>• Proactively shares information</li><li>• Takes over cross-functional communication</li><li>• Addresses conflicts in a constructive manner</li></ul>
Teamwork	<ul style="list-style-type: none"><li>• Not observed</li></ul>	<ul style="list-style-type: none"><li>• Prefers working alone</li><li>• Limited team awareness</li></ul>	<ul style="list-style-type: none"><li>• Works occasionally with others but may struggle in certain team dynamics</li></ul>	<ul style="list-style-type: none"><li>• Supports others and shares knowledge</li><li>• Encourages feedback</li><li>• Respects others' opinions</li></ul>	<ul style="list-style-type: none"><li>• Fosters a culture of appreciation and motivation</li><li>• Identifies and overcomes obstacles</li><li>• Identifies opportunities for collaboration and relevant stakeholders</li></ul>



Don't hire ← Hire →					
Example	Not observed	Strong no	No	Yes	Strong yes
End-to-end responsibility	<ul style="list-style-type: none"><li>• Not observed</li></ul>	<ul style="list-style-type: none"><li>• Avoids responsibility</li><li>• Blames others for failure</li><li>• Needs frequent direction and follow ups</li></ul>	<ul style="list-style-type: none"><li>• Takes responsibility for own tasks but may need prompting</li><li>• Completes tasks with moderate support</li></ul>	<ul style="list-style-type: none"><li>• Sees assigned tasks through to completion</li><li>• Good time management and prioritisation</li><li>• Involves the right stakeholders</li></ul>	<ul style="list-style-type: none"><li>• Takes full ownership beyond own scope</li><li>• Anticipates issues</li><li>• Adapts to changing priorities</li></ul>
Problem solving	<ul style="list-style-type: none"><li>• Not observed</li></ul>	<ul style="list-style-type: none"><li>• Struggles to identify or address problems effectively</li></ul>	<ul style="list-style-type: none"><li>• Solves simple problems but may need guidance for complex issues</li></ul>	<ul style="list-style-type: none"><li>• Strong analytical thinking and logical reasoning</li><li>• Develops creative solutions</li></ul>	<ul style="list-style-type: none"><li>• Identifies root causes</li><li>• Anticipates issues</li><li>• Can make decisions under pressure</li></ul>



Date:  
Candidate name:  
Role interviewing for:

Don't hire Hire

Example	Not observed	Strong no	No	Yes	Strong yes
Required skill	<ul style="list-style-type: none"><li>Not observed</li></ul>	<ul style="list-style-type: none"><li>What are your non-negotiables?</li></ul>	<ul style="list-style-type: none"><li>What would be a basic demonstration of this skill?</li></ul>	<ul style="list-style-type: none"><li>What would be a good demonstration of this skill?</li></ul>	<ul style="list-style-type: none"><li>What would set a candidate apart from others?</li></ul>