



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	• Not observed	• Struggles to express ideas clearly • Poor listening	• Has difficulty articulating complex thoughts • Listens but may miss key points	• Listens actively • Shares and conveys information transparently • Adapts to audience	• Proactively shares information • Takes over cross-functional communication • Addresses conflicts in a constructive manner
Teamwork	• Not observed	• Prefers working alone • Limited team awareness	• Works occasionally with others but may struggle in certain team dynamics	• Supports others and shares knowledge • Encourages feedback • Respects others' opinions	• Fosters a culture of appreciation and motivation • Identifies and overcomes obstacles • Identifies opportunities for collaboration and relevant stakeholders



Don't hire ← Hire →					
Example	Not observed	Strong no	No	Yes	Strong yes
End-to-end responsibility	• Not observed	• Avoids responsibility • Blames others for failure • Needs frequent direction and follow ups	• Takes responsibility for own tasks but may need prompting • Completes tasks with moderate support	• Sees assigned tasks through to completion • Good time management and prioritisation • Involves the right stakeholders	• Takes full ownership beyond own scope • Anticipates issues • Adapts to changing priorities
Problem solving	• Not observed	• Struggles to identify or address problems effectively	• Solves simple problems but may need guidance for complex issues	• Strong analytical thinking and logical reasoning • Develops creative solutions	• Identifies root causes • Anticipates issues • Can make decisions under pressure



Date:
Candidate name:
Role interviewing for:

Don't hire Hire

Example	Not observed	Strong no	No	Yes	Strong yes
Required skill	• Not observed	• What are your non-negotiables?	• What would be a basic demonstration of this skill?	• What would be a good demonstration of this skill?	• What would set a candidate apart from others?