# **Comprehensive Interview Scorecard Template**

**Interview Details**

| **Interviewer** |  | **Date of Interview** |  |
| --- | --- | --- | --- |
| **Candidate** |  | **Position** |  |

| **Scale** | **5** - *Exceptional* | **4** - *Above Average* | **3** - *Average* | **2** - *Satisfactory* | **1** - *Poor* |
| --- | --- | --- | --- | --- | --- |

## **1. Core Competencies (Technical & Functional)**

| **Core Competencies** | **Rating (1-5)** | **Notes** |
| --- | --- | --- |
| **Communication** *(oral & written)* |  |  |
| **Critical Thinking / Problem-Solving** |  |  |
| **Teamwork & Collaboration** |  |  |
| **Adaptability / Learning Agility** |  |  |
| **Professionalism & Work Ethic** |  |  |

**Total Score: /25**

## **2. Behavioral & Culture Alignment**

| **Attribute** | **Rating (1-5)** | **Notes** |
| --- | --- | --- |
| **Values & Integrity** |  |  |
| **Respectful Teamwork** |  |  |
| **Adaptability & Growth Mind-Set** |  |  |

**Total Score: /15**

## **3. Candidate Experience & Professional Behaviors**

***If the rating value is between 0 – 2****, consider marking this behavior as a possible red flag. If the rating value is 4 or 5 consider marking this behavior as a positive highlight.*

| **Criteria** | **Rating (1-5)** | **Red Flag (X)** | **Positive Highlight (✔)** |
| --- | --- | --- | --- |
| **Preparation** |  |  |  |
| **Communication** |  |  |  |
| **Enthusiasm** |  |  |  |
| **Professionalism** |  |  |  |
| **Collaboration** |  |  |  |

**Total Score: /25**

## **4. Technical / Task or Assessment**

***In this section highlight any industry or job specific assessments used to assess new candidates technical or hard skills.*** *Below please provide the task, whether they passed or failed, and any key observations that would directly impact the task results.*

***Scoring Note:***

*For the purposes of this assessment please note that a* ***pass = 2 points, fail = 1 point, 0 = not done***

| **Task or Assessment** | **Pass/Fail** | **Key Observations** |
| --- | --- | --- |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |

**Total Score: /6**

## **Aggregate Scores & Recommendation**

**Total Score: /71 Percentage: %**

|  | **Strong Hire** | **Hire** | **Hold** | **No Hire** |
| --- | --- | --- | --- | --- |
| **Decision** |  |  |  |  |

**Interviewer Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hiring Manager Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_