# **Hiring Decision Matrix Template**

**General Information**

| **Hiring Manager** |  | **Date** |  |
| --- | --- | --- | --- |
| **Position/Role** |  | **Department** |  |

**Instructions**

**1. List every interviewer in the Interview Panel table and have them sign after completing their scoring.**

**2. Use the Selection Criteria table to score each candidate on a 1–5 scale (1 = Poor, 5 = Excellent).**

**3. Enter a Weight (%) for each criterion—higher weight means the criterion is more important.
 Add additional criterion rows if needed.**

**4. Multiply Score × Weight to get the Weighted Score for each candidate and add the totals at the bottom.**

**Interview Panel**

| **Name** | **Role / Department** | **Signature** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Selection Criteria & Weighted Scoring Matrix**

| **Selection Criteria** | **Weight (%)** | **Candidate 1** | **Candidate 2** | **Candidate 3** | **Candidate 4** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- |
| **Job‑Specific Technical Skills** |  | **Initial Score****Weighted Score** | **Initial Score****Weighted Score** | **Initial Score****Weighted Score** | **Initial Score****Weighted Score** |  |
| **Relevant Experience** |  | **Initial Score****Weighted Score** | **Initial Score****Weighted Score** | **Initial Score****Weighted Score** | **Initial Score****Weighted Score** |  |
| **Education & Certifications** |  | **Initial Score****Weighted Score** | **Initial Score****Weighted Score** | **Initial Score****Weighted Score** | **Initial Score****Weighted Score** |  |

| **Selection Criteria** | **Weight (%)** | **Candidate 1** | **Candidate 2** | **Candidate 3** | **Candidate 4** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- |
| **Behavioral &** **Soft Skills** |  | **Initial Score****Weighted Score** | **Initial Score****Weighted Score** | **Initial Score****Weighted Score** | **Initial Score****Weighted Score** |  |
| **Cultural & Values Alignment** |  | **Initial Score****Weighted Score** | **Initial Score****Weighted Score** | **Initial Score****Weighted Score** | **Initial Score****Weighted Score** |  |
| **Growth Potential** |  | **Initial Score****Weighted Score** | **Initial Score****Weighted Score** | **Initial Score****Weighted Score** | **Initial Score****Weighted Score** |  |
| **TOTAL WEIGHTED SCORE** |  |  |  |  |  |  |