

SHORTLISTING INTERVIEW SCORECARD

Directions for using the Shortlisting Interview Scorecard

Making a hiring decision is one of the hardest and costliest decisions a manager can make. This scorecard is designed to help you and your team compare multiple candidates for a specific position before making your hiring decision.

The hiring manager or Human Resources will fill in the top row of the table with the appropriate educational level, top experiences, skills, and culture fit which will correlate to company values. You can determine culture fit by using behavioral interview questions. The template is provided as a starting point and additional columns can be added to the scorecard. If you add columns you will need to adjust the TOTAL POINTS column.

If there is more than one person interviewing, each person interviewing will fill out the form for every candidate and as a group you can compare the results and discuss differences to come to a final hiring decision.

Completing the scorecard will provide you with the knowledge for making a good hiring decision amongst several candidates.

