



# Interview Scorecard Template





**Interview scorecards are the key to improving the subjectivity, fairness, and consistency throughout the interview.**

### Did You Know?

Adding structure to the interview process requires recruiters and hiring managers to collaborate on the skills necessary to succeed and keeps them focused on discovering if candidates possess these skills. An unstructured format creates the potential for biases and often leads to discussions that easily veer in many different directions.

Use this interview scorecard template to collect meaningful interview feedback and make better hiring decisions.

### How to Use this Document:

Once downloaded, the interview scorecard template can be customized to meet the needs of your organization.

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# INTERVIEW SCORECARD TEMPLATE

Name of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Position Interviewed for: \_\_\_\_\_

Interviewer(s): \_\_\_\_\_

	Score
<b>Educational Background:</b> Does the candidate possess appropriate educational qualifications or training necessary for the position?	
<b>Prior Work Experience:</b> Has the candidate developed skills or qualifications relevant to the position through past work experiences?	
<b>Technical Qualifications/Experience:</b> Does the candidate possess required technical skills?	
<b>Communication Skills:</b> Rate the candidate's communication skills throughout the interview.	
<b>Enthusiasm/Attitude:</b> Did the candidate express enthusiasm and interest in the position throughout the interview?	
<b>Teambuilding/Interpersonal Skills:</b> Did the candidate demonstrate, through answers and overall demeanor, good teambuilding and interpersonal skills?	
<b>Cultural Fit:</b> Based on the candidate's attitude, demeanor and, answers, do you deem he or she to be a culture fit for the organization?	
<b>Overall Evaluation:</b> <input type="checkbox"/> H = Hire; <input type="checkbox"/> C = Consideration; <input type="checkbox"/> DNH = Do Not Hire; <input type="checkbox"/> BQ = Better Qualified for Another Role	Tot. Score

**Scoring System:** 5 Excellent, 4 Above Average, 3 Average, 2 Below Average, 1 Unsatisfactory



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