EQUALTURE

Template

Interview scorecard

An interview scorecard, as well as the categories listed within it will differ based on every different position you are hiring for. Using scorecards helps in the process of making comparisons amongst potential candidates.

Interview scorecards that are made with clear scoring criteria is a highly effective manner in which to reduce the unconscious bias that can occur during the interviewing process and allow to identify which candidate is best-fit for the position based on how well they scored within the scorecard. It is important though, if and when using interview scorecards, to note down the score immediately while the memories in your mind are still fresh.

Category of information	Summary of what you're looking for	Summary of the candidate's response	Numerical rating, on a scale from 1-5 or 1-10
Example. Cognitive flexibility	*Can easily adapt to different situations*	*Finds it difficult to flexibly adapt to different situations*	*1*
Example. Language knowledge	*Good English, both spoken & written*	*Very good, fluent level of English*	*9*