



Candidate Scorecard

The candidate scorecard is a vital tool to assist in your hiring process and ensuring you are making consistent and informed decisions. By standardizing this process, you ensure an objective assessment and a clear system for evaluating skills, qualifications and cultural fit, reducing and removing any bias.

Candidate name:

Position:

Date:

Interview conducted by:

Assessment criteria:

Rate each subject by ticking the box, on a scale of 1 to 5 as per the below grading:

1	Unsatisfactory
2	Satisfactory
3	Good
4	Great
5	Exceeded expectations

Skills and Qualifications

Technical Proficiency:

1	
2	
3	
4	
5	

Relevant Experience

1	
2	
3	
4	
5	

Problem solving ability:

1	
2	
3	
4	
5	

Communication skills:

1	
2	
3	
4	
5	

Cultural Fit

Alignment with company values

1	
2	
3	
4	
5	

Team collaboration

1	
2	
3	
4	
5	

Adaptability and learning agility

1	
2	
3	
4	
5	

Overall Assessment

1	
2	
3	
4	
5	

Summary and recommendation