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INTERVIEW SCORECARD

Name of Candidate _____

Position _____ Date _____

Interviewer _____

Professional Presentation Skills	Excellent	Good	Average	Below Average	Poor	No Answer	Comments
Experience & Skills – The extent to which the candidate’s background and experience are consistent with the essential functions of the job.	5	4	3	2	1	0	
Job Knowledge – The extent to which the candidates possesses the practical/technical knowledge required to perform essential functions of the position.	5	4	3	2	1	0	
Communication Skills – The extent to which the candidate effectively expresses and conveys ideas.	5	4	3	2	1	0	
Motivation – The extent to which the candidate appears to have a true desire to work and an interest in the position.	5	4	3	2	1	0	
Initiative – The extent to which the candidate appears to be willing to seek new assignments and would readily assume additional duties.	5	4	3	2	1	0	
TOTAL							=

Job Interview Scorecard Continued

Name of Candidate _____

Situational Questions	Excellent	Good	Average	Below Average	Poor	No Answer	Comments
Give me a five-minute synopsis of your background starting with high school, college or the military.	5	4	3	2	1	0	
Of all the jobs you've had, past and present, which one was the best, and which one was the least desirable? Why?	5	4	3	2	1	0	
What do you consider to be your greatest strength as an employee? Why should we hire you?	5	4	3	2	1	0	
Give me an example of a time you had a conflict with one of your fellow team members. How did you handle it?	5	4	3	2	1	0	
What are your short- and long-term professional goals?	5	4	3	2	1	0	
Give me an example of a time in which you had to bend or break the rules in order to get something done? (Is candidate reckless or "stays in bounds?")	5	4	3	2	1	0	
Describe an occasion when you failed at something. What did you learn?	5	4	3	2	1	0	
Do you have any questions for me?	5	4	3	2	1	0	
[Insert your own question]	5	4	3	2	1	0	
[Insert your own question]	5	4	3	2	1	0	
TOTAL							=

OVERALL TOTAL

Professional Presentation Skills Score (page 1) _____

Situational Questions Score (page 2) _____

GRAND TOTAL _____