GETWORKZ | FREE HIRING RESOURCE

Interview Scorecard Template

Evaluate candidates consistently using job-related skills, structured ratings and evidence-based notes.

Candidate name: _____	Job title: _____
Interviewer: _____	Interview date: _____

CANDIDATE EVALUATION

Evaluation criteria	Score (1-5)	Evidence / examples
Job-related knowledge	____ / 5	_____ _____
Problem-solving	____ / 5	_____ _____
Communication	____ / 5	_____ _____
Collaboration	____ / 5	_____ _____
Role-specific experience	____ / 5	_____ _____

TOTAL SCORE	_____ / 25

RATING GUIDE

1 - Below requirements | 2 - Limited evidence | 3 - Meets expectations
4 - Strong evidence | 5 - Exceptional evidence | N/A - Not assessed

ADDITIONAL INTERVIEW NOTES

_____

_____

_____

FINAL RECOMMENDATION

[ ] Advance to next stage [ ] Hold for further assessment [ ] Decline

Reason for recommendation: _____

Use this scorecard alongside role-specific assessments. Establish essential competencies before interviewing. Do not treat an overall score as the sole hiring decision. Keep candidate records confidential.