

Interview Scorecard Lite

Use the same job-related criteria and evidence scale consistently. Scores summarise evidence against each defined criterion, not personal preference.

Details

ROLE	CANDIDATE
INTERVIEWER OR INTERVIEWERS	DATE

Evidence scoring guide

1 Little or no relevant evidence	2 Limited relevant evidence	3 Adequate relevant evidence	4 Strong relevant evidence	5 Very strong relevant evidence
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Assessment criteria

Job-related criterion	Evidence and notes	Score 1 to 5

Evidence summary

Total score	Average score	Criteria scored

Overall evidence and follow-up notes

Fair use reminders

☐	Use job-related criteria and consistent criteria across candidates where appropriate
☐	Record evidence rather than impressions
☐	Avoid irrelevant personal characteristics
☐	Make the final recruitment decision through human review

USE THIS RESOURCE CAREFULLY *This scorecard does not create a pass or fail threshold and does not make a hire or reject recommendation. Any recruitment decision remains a human decision based on the relevant evidence and circumstances.*

FREE INTERACTIVE TOOL Interview Scorecard Builder | </free-tools/interview-scorecard-builder>

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