

Interview scorecard

Score during the interview. One line of evidence per score. Submit before the debrief.

Candidate

Role

Interviewer

Date

1. Knock-outs Pass or fail. Any fail is a No.

Must-have	How to ask	Pass / Fail
Can work the location and shift the role needs	Ask it plainly. A no ends the screen.	Pass / Fail
Can start within the window the team needs	Notice period or start date.	Pass / Fail
Expected pay is within the range	Ask about expectations only. Many US states ban asking about salary history.	Pass / Fail
Holds any license or certification the role legally requires	Skip this row if the role has none.	Pass / Fail

2. Scored criteria Score each 0 to 3 against the description.

Criterion (weight)	3: strong	2: meets the bar	1: weak	0: none	Score
Relevant experience (30) Walk me through the part of your last role that is closest to this one.	Recent, specific work that matches the core task, with names, numbers or tools	Related work, described with some specifics	Adjacent experience, described in general terms	None, or could not describe it	0 1 2 3
Evidence:					
Core skill check (30) One task from the job: a customer case, a pitch, a query, a calculation.	Gets it right and explains why	Mostly right, or right after one prompt	Partly right, misses the main point	Could not attempt it	0 1 2 3
Evidence:					
Communication (20) Judged across the whole call, not on one answer.	Clear and structured without prompting	Clear, with some rambling or repetition	Hard to follow, needed repeated clarification	Could not get the answers across	0 1 2 3
Evidence:					
Ownership and problem solving (20) Tell me about a problem you fixed that nobody asked you to fix.	Names the first step, their own actions and the result	A real example, but mostly what the team did	Generic or hypothetical answer	No example	0 1 2 3
Evidence:					

3. Decision

Weighted total = (each score × its weight), added up, divided by 100 (0 to 3). Total: _____ Decision: _____

Strong yes 2.5 or higher

Yes 2.0 to 2.49

Hold 1.5 to 1.99

No Below 1.5, or any knock-out failed