

# INTERVIEW SCORECARD TEMPLATE

<b>CANDIDATE NAME</b>		<b>INTERVIEWER</b>	
<b>POSITION TITLE</b>		<b>REPORTING DEPT.</b>	
<b>DESCRIPTION OF JOB BEING FILLED</b>			
<b>DATE AVAILABLE</b>		<b>SALARY EXPECTATIONS</b>	
<b>INTERVIEW DATE</b>			

	POOR	FAIR	GOOD	GREAT	COMMENTS
LEVEL OF PREPAREDNESS					
RELEVANT WORK EXPERIENCE					
RELEVANT EDUCATION					
OPEN TO LEARNING NEW SKILLS					
INITIATIVE					
CAREER GROWTH GOALS					
ATTITUDE TOWARD COMPANY VISION					

	POOR	FAIR	GOOD	GREAT	COMMENTS
COMPANY CULTURE FIT					
TEAM CULTURE FIT					
IDEAL WORK ENVIRONMENT					
PROBLEM SOLVING SKILLS/TECHNIQUES					
TIME MANAGEMENT SKILLS					
VALUES					
ADAPTABILITY					
TECHNICAL SKILLS					
LEADERSHIP SKILLS					
PERSONAL INTERESTS					
ADDITIONAL POINTS OF INTEREST/NOTES/COMMENTS					
RECOMMENDATION TO HIRE (circle one)	YES		NO		UNDECIDED