



PIVOT + EDGE

SCORECARD GUIDE + TEMPLATE

Startup hiring simplified.

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KEY ELEMENTS OF A SCORECARD

Your scorecard should be completed before you start looking at resumes and definitely before you start interviewing. Ask these simple questions to help you get started:

Budget

What can we afford and how much wiggle room is there for the right candidate? This should take into account your full compensation plan.

Timeline

How critical is this hire? How long are you willing to wait to fill the role?

Non-Negotiables

What are the key skills and traits that are non-negotiable no matter what?

Location

Where should this person be located? Is this a remote/hybrid or in-office position?



Interview Process

Who is involved in the interview process and how many steps are there? Transparency is key when it comes to recruitment and that includes your interview process. We recommend including a brief outline of what candidates can expect in the job posting so they understand what is involved after applying right from the beginning!

TEMPLATE

Use this template when you're ready to recruit to help find the right candidate every time!

Job Title: _____

Job Posting Link: _____

Hiring Manager: _____

Salary: _____

Location (circle one)

Remote

Hybrid

In-Office (location) _____

5 Things everyone should know about the role that AREN'T on the job posting

1. _____
2. _____
3. _____
4. _____
5. _____

Absolute Must-Haves (be specific ie, technical skills, required tenure, background in specific role/industry *details listed should be in addition to what is in the Job Posting*):

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Soft Skills (traits outside the technical aspects of the job that will help a candidate succeed in your organization):

Added Bonuses (not a deal breaker but would be nice to have):

Interview Process (include technical assessments as their own step):

Step 1: _____

Step 2: _____

Step 3: _____

Step 4: _____

Step 5: _____

*if there are more than 5 steps to your interview process consider reviewing who is involved and why. The longer the interview process the more likely you are to lose good candidates along the way!

Other:
