

Chief of Staff Interview Scorecard

<i>Job Opening</i>	[Title]
<i>Reports to</i>	[Principal Name, Title]
<i>Candidate's Name</i>	[Candidate Name]
<i>Interviewer Name</i>	Mackenzie Lee
<i>Interview Date</i>	[Date]
<i>Scorecard Last Updated Date</i>	[Date]

<i>Overall Score (1-5)</i>	[Score]
<i>Overall Recommendation</i>	[Recommendation]
<i>Areas of Concern</i>	[Issue(s), Red or Amber Flags]

	Looking For	Candidate Qualities	Score (1-5)
<i>Job Title</i>	Former Chief of Staff		
<i>Role Deliverables</i>	- Strategic Initiatives - Scale Growth Initiatives - Executive Team Management - Program Management - Communications - People Partner		
<i>Long Term Goals</i>	Become a director at a company		
<i>Tools & Techniques</i>	- Asana - Slack		
<i>Experience</i>	- Mgmt Consulting - Tech Company		
<i>Portfolio (Optional)</i>	Executive Operations		

<i>Character Traits</i>	• Curious • Humble		
<i>Work Style</i>	• Remote		
<i>Career Trajectory</i>	• Generalist to HR industry specialist		
<i>Soft Skills</i>	• Communication • Teamwork • Collaboration • Stakeholder Management • Leadership • Networking & relationship building		
<i>Culture Fit</i>	• Values of company		