Sample interview scorecard template

Interview scorecards are a standardized evaluation tool that you can use during job interviews to objectively assess candidates based on specific-pre-defined criteria.

Use and adapt this template for each job opening. Update the questions and scoring criteria depending on the must-have and nice-to-have skills listed in your job description.

Be sure to use the same scorecard for all interviews related to a single job opening. This will ensure that all candidates are graded against the same criteria.

General information

Record general information about the candidate, interview, positioning being interviewed for, and the date the interview took place.

Candidate name	Interviewer name	Position	Date

Competency evaluation

Update the "Criteria" column to reflect the most important competency criteria for the position. Update benchmark responses to illustrate the types of answers that constitute an ideal reply.

Criteria	Score (1-5)	Benchmarks responses	Notes and observations
Technical Skills		Demonstrates required technical skills; able to complete job tasks	
Problem-Solving		Analyzes problems effectively; offers innovative solutions	
Communication		Clearly articulates thoughts; listens actively; adjusts to audience	
Cultural Fit		Aligns with company values; shows adaptability to team environment	
Adaptability		Adjusts well to change; learns quickly in new situations	

Additional questions

List all additional questions you would like to ask each candidate.
Use the response column to record the candidates' responses.

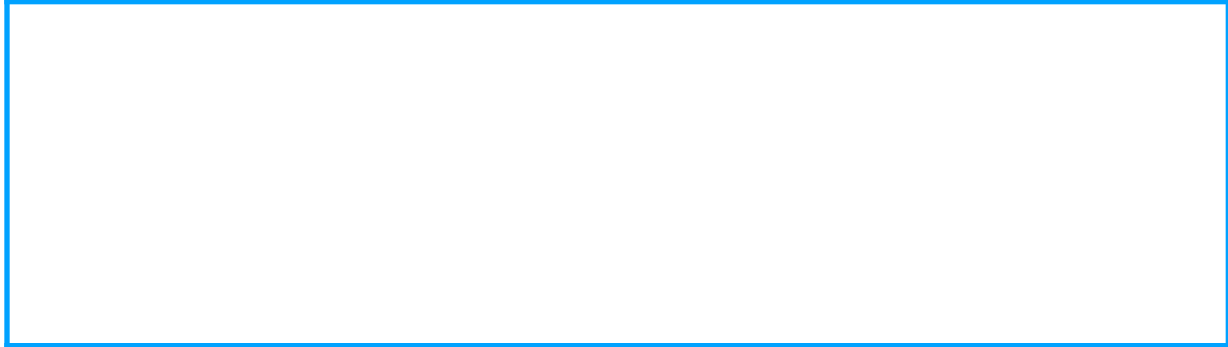| Additional Question	Response
Why do you want to work with us?	
Tell me about a challenging project.	
Give me an example of a time you XYZ.	

Overall recommendation

Make an overall recommendation for each candidate—whether to fire or not hire, or if you're unsure.

Recommendation	Hire / Not Hire / Unsure

Summary and notes

This section can be used to record notes during the interview.

Final comments

This section can be used to record final comments and thoughts after the interview is complete.