THE
SLEEPER
GROUP

PEOPLE PRACTICES
HIRING SCORECARD

Contents

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Overview

A quantitative interview scorecard allows hiring managers and panels to evaluate the qualifications and suitability of job candidates. The scorecard includes several key components:

1. Candidate identifying information (name may be replaced by candidate number to remove biases)
2. Skills and criteria for the job
3. A quantitative scoring method (i.e., 1-5, 1-10, etc.)

Bias Interruption

Scorecards also help remove bias from hiring processes and make it easier to track if bias is impacting hiring over time. Instead of relying on "gut feelings" in response to candidates, you will be measuring them in comparison to the list of qualifications you developed for the job posting. You can also discuss your candidate ratings with colleagues to assess and improve your individual and collective accuracy.

When used properly and consistently, interview scorecards help level the playing field for candidates, create a quantitative basis for comparison and validation, and enable you and your organization to make better hiring decisions over time.

Efficient Hiring

Are you trapped in long hiring processes because you cannot decide between Candidate A, Candidate B, and sometimes even Candidate C?

Scorecards will help you speed up your decision-making process by presenting you with a numeric comparison when you finish your review or interview process. This makes selecting your final candidate – or making a hiring decision – much easier, and more efficient.

SAMPLE SCORECARD

Candidate Name or Number: _____

Position Interviewing For: _____

Date: _____

Skills/Criteria **Replaced the below criteria with those that apply to the position.**	Score				
	Poor (1)	Below Average (2)	Average (3)	Above Average (4)	Outstanding (5)
Technical					
Leadership					
Interpersonal/Team					
Presentation Skills					
TOTALS					

TOTAL SCORE: _____
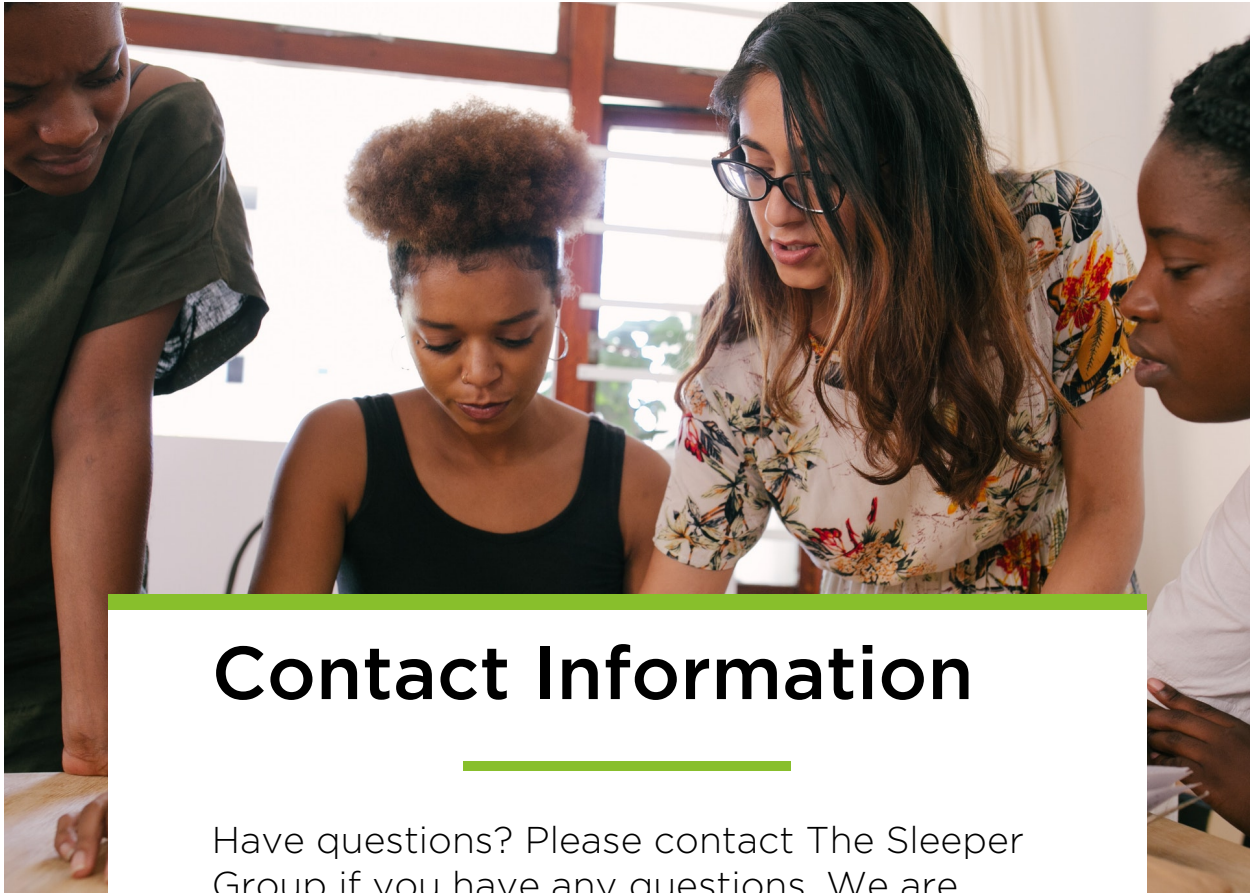
Additional Notes

Overall Strengths:

Overall Concerns:

What would help this candidate be most successful in the role?

_____   _____   _____

_____   _____   _____

_____   _____   _____

_____   _____   _____

Contact Information

Have questions? Please contact The Sleeper Group if you have any questions. We are here to support you and your team throughout this process and look forward to assisting you.

✉ info@sleepergroup.com

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