

The Strategic Hiring Scorecard

Instructions: Please fill out this scorecard immediately after your interview. Score each section from **1 to 5**, where:

- **1 - Significant Mismatch:** The candidate shows a clear lack of this trait/skill.
- **3 - Meets Expectations:** The candidate demonstrates the trait/skill at the required level.
- **5 - Exceptional Fit:** The candidate far exceeds expectations and will be a game-changer.

Candidate and Interviewer Information

- **Candidate Name:** _____
- **Role Being Interviewed For:** _____
- **Interviewer's Name:** _____
- **Date of Interview:** _____

Section 1: Top Character Traits & Cultural Fit

What core behaviors and traits are essential for this role and our team's success? Use the questions below to probe for real-world examples.

Traits/Behaviors:

- **1. [Trait 1 - e.g., Extreme Ownership]**
- **2. [Trait 2 - e.g., Proactive Problem-Solver]**
- **3. [Trait 3 - e.g., Collaborative Spirit]**
- **4. [Specific Behavior - e.g., Transparent Communication]**
- **5. [Specific Behavior - e.g., Growth Mindset]**

Scores (1-5) and Evidence/Notes:

- **[Trait 1]:** Score: _____ Evidence: _____
- **[Trait 2]:** Score: _____ Evidence: _____
- **[Trait 3]:** Score: _____ Evidence: _____
- **[Trait 4]:** Score: _____ Evidence: _____
- **[Trait 5]:** Score: _____ Evidence: _____

Aligned Questions:

- Tell me about a time you made a mistake at work. What was the outcome and what did you learn?
- Describe a situation where you anticipated a problem before it happened. What did you do?
- Give me an example of a time you had to work with a difficult team member to achieve a goal.

Section 2: Top 5 Must-Have Competencies

These are the non-negotiable skills and experiences. If the candidate doesn't have these, they are not a fit. Focus your questions on specific past results.

Competencies:

- 1. [Must-Have Competency]
- 2. [Must-Have Competency]
- 3. [Must-Have Competency]
- 4. [Must-Have Competency]
- 5. [Must-Have Competency]

Scores (1-5) and Evidence/Notes:

- [Competency 1]: Score: _____ Evidence: _____
- [Competency 2]: Score: _____ Evidence: _____
- [Competency 3]: Score: _____ Evidence: _____
- [Competency 4]: Score: _____ Evidence: _____
- [Competency 5]: Score: _____ Evidence: _____

Aligned Questions:

- Walk me through a complex project from start to finish. What was your specific role and what was the outcome?
- Describe a time you had to use [specific skill] to overcome a challenge.
- What's the biggest accomplishment you've had in a previous role that you're most proud of? Why?

Section 3: Top 2 Nice-to-Have Competencies

These are bonus skills that would add significant value but are not required. They indicate potential for future growth and impact.

Competencies:

- 1. [Nice-to-Have Competency]
- 2. [Nice-to-Have Competency]

Scores (1-5) and Evidence/Notes:

- [Competency 1]: Score: _____ Evidence: _____
- [Competency 2]: Score: _____ Evidence: _____

Section 4: 90-Day Objectives and Achievement Potential

Based on your understanding of the role and the candidate's experience, do you believe they can achieve the core objectives for their first 90 days?

Objectives:

- 1. [Objective 1]
- 2. [Objective 2]
- 3. [Objective 3]

Scores (1-5) and Evidence/Notes:

- [Objective 1]: Score: _____ Evidence: _____
- [Objective 2]: Score: _____ Evidence: _____

- **[Objective 3]:** Score: ____ Evidence: _____

Aligned Question:

- Based on what you know about the role, what do you think would be your top priorities in the first 90 days?

Final Assessment & Recommendation

- **Overall Recommendation Score (1-5):** ____
- **Summary**
 - **Key Strengths:** _____
 - **Red Flags/Areas of Concern:** _____
- **Final Decision:** (Circle one) **Strong Yes | Yes | No | Strong No**