PART 1 · PREPARE BEFORE INTERVIEWING

A structured interview scorecard

Connect the work the role requires with consistent questions and clear rating standards. Agree on the criteria before interviewing candidates.

Role / team

Prepared by / date

Define what you will assess.

Choose three to five observable, job-related requirements. Write the core question and describe what meeting each requirement would look like. Use an extra copy for additional requirements.

REQUIREMENT	CORE QUESTION	WHAT MEETING THE REQUIREMENT LOOKS LIKE
1.		
2.		
3.		

Make the ratings meaningful.

Before using the scorecard, add role-specific examples for the rating levels. Align interviewers on the core questions, their order, and neutral follow-up prompts.

Agreed rating examples / follow-up prompts / interview sequence

Method reference: U.S. Office of Personnel Management · Structured interviews. This worksheet is an original planning aid; adapt it to your organization's hiring process.

Put it into practice: Working Meeting · 60 minutes with Toni →

PART 2 · CAPTURE THE EVIDENCE

Interview evidence & review

Complete your ratings independently before the team discussion. Use the agreed criteria and record the evidence behind each rating.

Candidate _____ Role _____

Interviewer _____ Interview date _____

Starting scale — refine with role-specific examples:
1 Limited · 2 Partial · 3 Meets · 4 Strong · 5 Thorough
N/O Not observed: record the information gap; do not treat it as zero. See the online guide for definitions.

REQUIREMENT	RATING	EVIDENCE: ACTIONS / REASONING / OUTCOME
1.		
2.		
3.		
4. (if used)		
5. (if used)		

What needs clarification?	Agreed next step / reason / owner

Discuss differences by returning to the requirement and the evidence. A total alone does not explain a candidate's capabilities or resolve missing information.