

CANDIDATE INTERVIEW SCORECARD

Competency-based scorecard · score on evidence, not impressions

1. Details

Candidate	
Role	
Interviewer	
Date	
Stage	

2. Competencies assessed

Competency	Weight %	Question asked	Evidence (candidate's own words)	Score 1-5
Communication				
Teamwork				
Problem solving				
Results orientation				
Adaptability				
Leadership (if relevant)				

3. Scoring rubric

1	No evidence, or evidence against the competency.
2	Weak or generic evidence; the candidate speaks in the abstract.
3	Concrete evidence but limited in scope.
4	Concrete evidence with a measurable result and a lesson learned.
5	Exceptional evidence, repeated across more than one situation.

4. Composite score

Weighted score (sum of weight x score / 100)	
Threshold to advance	
Decision	
Reason in one sentence	

5. Feedback for unsuccessful candidates (template)

Hi {name}, thank you for the time you put into the {role} process. We have decided to move forward with another candidate because, this time, we were looking for more experience in {competency}. We particularly

liked {strength}. With your permission we will keep you in mind for future openings. Best regards,
{interviewer}.

Candidate interview scorecard · voicit.com/en/blog/human-resources/job-interview-questions/ · Free to use. Voicit records the interview and fills this scorecard with the candidate's literal evidence.