Structured interview scorecard

Use one copy per candidate and competency. Agree on the question and anchors before interviewing.
Ask the same question each time. Record what the person said, then choose a score.

Role

Candidate reference

Job-related competency

Question to ask each candidate

What does the evidence look like at each score?

Define 1, 3 and 5. Use 2 or 4 only when the answer falls between adjacent anchors.

1 Limited evidence

3 Meets the agreed standard

5 Strong evidence

Words or actions from the answer

Score (1 to 5)

Why the evidence fits this score

If the question was missed, leave the score blank and record what still needs to be asked.