

Hiring — Interview Scorecard (Template)

Score candidates consistently so you can compare apples with apples.

Score each category 1–5 (1 = poor, 5 = excellent). Add notes. Total score guides the decision.

Category	Score	What you're looking for	Notes
Skills/experience fit	/5	Can they do the work to the standard required?	
Reliability & attendance	/5	History of turning up, consistency, ownership.	
Communication	/5	Clear, honest, proactive, respectful.	
Attitude & coachability	/5	Willing to learn, takes feedback, growth mindset.	
Values fit	/5	Matches your culture: accountability, teamwork, pride in work.	
Customer professionalism	/5	Represents the business well, calm under pressure.	

Red flags (tick any)

- Unclear reasons for leaving, vague answers, blaming others.
- Inconsistent employment history without explanation.
- Poor attitude to safety/quality/accountability.
- Late to interview or poor communication.

- Refuses reference checks or avoids referees.

Decision

Candidate name	Total score (out of 30)	Decision (Yes/No/Maybe)	Next step