

Role Brief + Hiring Scorecard (Template)

Define the role and how you'll score candidates before you advertise.

Role summary

Role title	Reports to	Location	Hours	Pay range (optional)

Why this role exists (purpose)

Purpose (1–2 sentences)

Key outcomes (what success looks like)

Outcome / responsibility	Measure (evidence)	Frequency

Must-have skills + behaviours (non-negotiables)

Must-have	Why it matters	How we test it

Hiring scorecard (rate 1–5)

Category	What good looks	Score (1–5)	Notes
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	like		
Reliability & work ethic	Shows up, owns work, follows through.		
Communication	Clear, respectful, keeps others informed.		
Role competence	Can do core tasks to required standard.		
Problem solving	Can think, ask good questions, fix issues.		
Team fit / values	Works well with others, aligned to standards.		
Customer mindset	Care for quality, presentation, and experience.		