# INTERVIEW SCORECARD TEMPLATE
Weizhen Recruiters

## CANDIDATE INFORMATION

**Candidate Name:**

**Position Applied For:**

**Interview Date:**

**Interviewer Name:**

**Interview Round:**  ■ Phone   ■ 1st   ■ 2nd   ■ Final

## COMPETENCY RATING SCALE

| 1 | Below Expectations | Weak in this area; would struggle |
|---|---|---|
| 2 | Needs Improvement | Below target but has potential |
| 3 | Meets Expectations | Solid; does what we need |
| 4 | Strong | Exceeds expectations; clear strength |
| 5 | Exceptional | Top performer level; standout |

## COMPETENCY ASSESSMENT

**COMPETENCY 1: TECHNICAL DEPTH / CORE SKILLS**
For technical roles: expertise in relevant technologies. For non-technical: mastery of core job skills

Rating: ■ 1  ■ 2  ■ 3  ■ 4  ■ 5

**Evidence / Notes:**

**Sample Questions:**
• "Walk me through [technical problem/project relevant to role]"
• "Explain [key concept] in this field"
• "What's your depth in [specific technology/skill]?"

**COMPETENCY 2: COMMUNICATION & CLARITY**
Can explain ideas clearly; listens actively; articulates thoughts well

Rating: ■ 1  ■ 2  ■ 3  ■ 4  ■ 5

**Evidence / Notes:**

**Sample Questions:**
• "Explain [technical concept] as if I'm not an expert"
• "Walk me through your approach to [problem]"
• "How do you explain technical decisions to non-technical stakeholders?"

## COMPETENCY 3: PROBLEM-SOLVING & CRITICAL THINKING
Approaches problems systematically; thinks in tradeoffs; analytical

Rating: ■ 1 ■ 2 ■ 3 ■ 4 ■ 5

**Evidence / Notes:**

**Sample Questions:**
• "Tell me about a complex problem you solved. Walk me through your approach."
• "What would you do if [scenario/constraint]?"
• "How do you prioritize when you have multiple problems?"

## COMPETENCY 4: LEADERSHIP / TEAMWORK

For IC roles: Helps teammates, takes ownership. For managers: Develops people, makes decisions

Rating: ■ 1  ■ 2  ■ 3  ■ 4  ■ 5

**Evidence / Notes:**

**Sample Questions:**
• "Tell me about a time you helped a teammate or mentored someone."
• "Describe a conflict with a colleague. How did you handle it?"
• "How do you approach collaboration in team settings?"

## COMPETENCY 5: LEARNING & GROWTH MINDSET

Stays current; learns from feedback; grows continuously; adapts

Rating: ■ 1  ■ 2  ■ 3  ■ 4  ■ 5

**Evidence / Notes:**

**Sample Questions:**
• "What have you learned in the past year? How?"
• "Tell me about a time you failed. What did you learn?"
• "How do you stay current in your field?"

## COMPETENCY 6: CULTURE FIT & VALUES ALIGNMENT

Shares company values; communication style fits; work preferences align

Rating: ■ 1  ■ 2  ■ 3  ■ 4  ■ 5

**Evidence / Notes:**

**Sample Questions:**
• "Why does this company/role appeal to you?"
• "What's your ideal work environment?"
• "What are your top 3 values in a job?"

## COMPETENCY 7: [OPTIONAL - ROLE SPECIFIC]

Add 7th competency if needed for your role

Rating: ■ 1  ■ 2  ■ 3  ■ 4  ■ 5

**Evidence / Notes:**

# RED FLAGS ASSESSMENT

During the interview, note any red flags:

### Red Flag: Bad-Mouthing Previous Employer

■ Not present ■ Slightly present (mild criticism) ■ Clearly present (bitter, blaming tone)

Details:

### Red Flag: Vague on Their Specific Role/Responsibility

■ Not present ■ Somewhat (general answers) ■ Clearly present (can't articulate)

Details:

### Red Flag: Inconsistent Story

■ Not present ■ Minor inconsistency ■ Major inconsistency (resume vs. interview)

Details:

### Red Flag: Arrogance Without Substance

■ Not present ■ Overconfident but backed by examples ■ Claims expertise but can't explain

Details:

### Red Flag: No Questions About Role/Company

■ Asked thoughtful questions ■ Asked a few basic questions ■ Asked nothing

Details:

### Red Flag: Unrealistic Expectations

■ Expectations aligned ■ Slightly misaligned ■ Vastly misaligned (salary, role scope)

Details:

# INTERVIEW NOTES & OBSERVATIONS

**General Impressions:**

**Strengths:**

**Concerns:**

**Questions for Next Interviewer:**

# SCORING SUMMARY

| | |
|---|---|
| Competency 1 (Technical Depth): | /5 |
| Competency 2 (Communication): | /5 |
| Competency 3 (Problem-Solving): | /5 |
| Competency 4 (Leadership/Teamwork): | /5 |
| Competency 5 (Learning & Growth): | /5 |
| Competency 6 (Culture Fit): | /5 |
| Competency 7 (Role-Specific): | /5 |
| **AVERAGE SCORE:** | **/ 5.0** |

# RECOMMENDATION

■ **STRONG YES** - Advance to next round / Make offer
(Average 4.0+; no red flags; clear fit)

■ **YES** - Advance to next round
(Average 3.5-4.0; minor concerns; generally strong)

■ **MAYBE** - Discuss with other interviewers
(Average 3.0-3.5; mixed feedback; needs discussion)

■ **NO** - Do not advance
(Average <3.0; red flags present; not right fit)

**Interviewer Signature:** _____     **Date:** _____

# HOW TO USE THIS SCORECARD

**1. BEFORE INTERVIEW:** Define your 5-6 competencies (customize if needed), prepare 6-8 questions (1-2 per competency), print this template.

**2. DURING INTERVIEW:** Take notes on candidate answers, listen for concrete examples, probe on vague answers, watch for red flags.

**3. IMMEDIATELY AFTER:** Rate each competency (1-5) while fresh, add notes/evidence for each score, note any red flags, use evidence not gut feel.

**4. COMPARING CANDIDATES:** Compare average scores, higher average = stronger fit, red flags are dealbreakers, clear winner emerges from data.

**5. BEFORE HIRING:** Multiple interviewers should fill out scorecard, compare scores, reach consensus, avoid individual bias.

# COMPETENCY DEFINITIONS

*(Customize for your role)*

**TECHNICAL DEPTH:** Expert in relevant technologies and skills. Can solve complex problems.

| | |
|---|---|
| **1** | Can't explain decisions; knowledge gaps |
| **2** | Understands basics; limited depth |
| **3** | Solid foundation; can solve most problems |
| **4** | Expert; can mentor others |
| **5** | Thought leader; exceptional expertise |

**COMMUNICATION:** Explains ideas clearly. Listens actively. Articulates thoughts well.

| | |
|---|---|
| **1** | Vague; hard to understand; doesn't listen |
| **2** | Somewhat unclear; listens sometimes |
| **3** | Clear communication; good listener |
| **4** | Excellent communicator; brings out others' thinking |
| **5** | Exceptional; influences through communication |

**PROBLEM-SOLVING:** Approaches problems systematically. Thinks in tradeoffs.

| | |
|---|---|
| **1** | Random guessing; no methodology |
| **2** | Somewhat systematic; misses tradeoffs |
| **3** | Methodical; understands basic tradeoffs |
| **4** | Excellent approach; weighs options well |
| **5** | Exceptional; finds elegant solutions |

**LEADERSHIP/TEAMWORK:** Helps teammates. Takes ownership. Develops people (managers).

| | |
|---|---|
| **1** | Doesn't collaborate; blames others |
| **2** | Collaborates reluctantly; limited ownership |
| **3** | Good teammate; takes ownership |
| **4** | Strong leader; develops others |
| **5** | Exceptional leader; builds high-performing teams |

**LEARNING & GROWTH:** Learns from feedback. Grows continuously. Adapts.

| | |
|---|---|
| **1** | Defensive; doesn't learn; stagnant |
| **2** | Learns slowly; some growth |
| **3** | Learns from feedback; continuous improvement |
| **4** | Growth mindset; learns quickly |
| **5** | Exceptional learner; drives own development |

**CULTURE FIT:** Shares values. Communication style fits. Work preferences align.

| | |
|---|---|
| **1** | Major misalignment; values different |
| **2** | Some misalignment; different work style |
| **3** | Generally fits; some minor differences |
| **4** | Strong fit; values aligned |
| **5** | Exceptional fit; perfect cultural match |