

ROLE	CANDIDATE	INTERVIEWER	DATE
CRITERIA		SCORE (1-5)	NOTES
Educational Background Appropriate qualifications or training for the position.		1 2 3 4 5	
Prior Work Experience Skills or qualifications acquired through past work.		1 2 3 4 5	
Qualifications / Experience The technical skills the position actually needs.		1 2 3 4 5	
Problem Solving Abilities Demonstrated critical problem-solving.		1 2 3 4 5	
Communication Team building and communication skills.		1 2 3 4 5	
Organizational Fit Would this hire steer the organization the right way?		1 2 3 4 5	
Directional Fit A step forward, or backward, in their career?		1 2 3 4 5	

RECOMMENDATION

☐ Advance ☐ Hold ☐ Decline

1 = well below the bar · 3 = meets it · 5 = clearly above it

AvaHR — hiring software for teams without a recruiter
Use the same scorecard for every candidate in the role.