

Interview Scorecard Template



Instructions

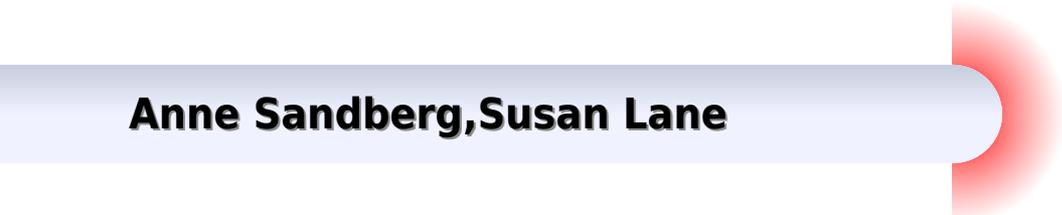
1. Fill in the role you're interviewing for and the name of the interviewer.
2. Fill in the skills and competencies required for the position, and choose the weights of each one from the dropdown menu (refer to the Skills and Competencies table on the right for information on how to assign weights).
3. Enter the candidate's names and respective interview dates.
4. Select each candidate's scores for each skill and competency from the dropdown menu (refer to the Candidate Scores table on the right for information on how to assign scores).

| | | | |
|-------------|------------|--------------------|--|
| Role | HR Manager | Interviewer | |
|-------------|------------|--------------------|--|

| Skills and competencies | Weight | Candidate 1 | [insert name] | Candidate 2 | [insert name] | Candidate 3 | [insert name] | Candidate 4 | [insert name] |
|---------------------------------------|--------|----------------|---------------|----------------|---------------|----------------|---------------|----------------|---------------|
| | | Interview date | [insert name] |
| | | Score | Comments | Score | Comments | Score | Comments | Score | Comments |
| Strategic thinking | 5 | 5 | | | | | | | |
| Leadership | 5 | 5 | | | | | | | |
| Employee relations and communication | 5 | 5 | | | | | | | |
| Recruitment and retention | 5 | 5 | | | | | | | |
| Compliance and labor law knowledge | 4 | 5 | | | | | | | |
| Analytical skills and problem-solving | 5 | 5 | | | | | | | |
| Business acumen | 5 | 5 | | | | | | | |

Interview Rating Guide

Anne Sandberg, Susan Lane



Interview Rating Guide:

Interview for Success Anne Sandberg, Susan Lane, 2000 *A Candidate Evaluation System* United States. Department of the Army, 1979 **1990 Census of Population and Housing**, 1993 1980 Census of Population and Housing, 1986
Video Rating Guide for Libraries, 1995 *Occupational Case Analysis Interview and Rating Scale* Kathy Kaplan, Gary Kielhofner, 1989 An interview and a rating scale which collect information about the patient in eleven main areas: E, G, interests, goals, habits, and skills in order to assess the patient's adaptive occupational functioning Assessments in Occupational Therapy Mental Health Barbara J. Hemphill-Pearson, 2008 Assessments in Occupational Therapy Mental Health Second Edition proposes an exciting integrated approach to assessing multiple systems; the chapters in this text also present a thorough process for approaching client evaluation. In addition, the reasoning process is explored in a way that is helpful to occupational therapy students and practitioners at all levels **Psychopharmacology Bulletin**, 1966 *Janus Job Interview Guide* Arnold Livingstone, 1977 *Managing human resources. Instructor's resource guide* Arthur W. Sherman, George W. Bohlander, Scott Snell, 1998 **Principles of Guidance** Arthur Julius Jones, 1930 **The Jossey-Bass Academic Administrator's Guide to Hiring** Joseph G. Rosse, Robert A. Levin, 2003 Provides college administrators with a guide to hiring staff; discusses how to locate highly qualified applicants and choose among a variety of potentials. Includes tips on retention, performance development, and performance assessment **Selection Interviewing** Bradford D. Smart, 1983
Principles and Problems in Vocational Guidance Frederick James Allen, 1927 **Inpatient Multidimensional Psychiatric Scale (IMPS)** Maurice Lorr, 1962 Designed to measure ten psychotic syndromes; ratings are based on observations of patient behavior and patient verbal reports of beliefs, attitudes, and feelings as obtained in an interview **A Study in Disguised Intelligence Tests (interview Form)** Donald Scott Snedden, 1928 *Metropolitan Management, Transportation and Planning*, 1955 **Sales Administration** Bertrand R. Canfield, 1954 **Field Guide for a Study of Socialization** John Wesley Mayhew Whiting, Harvard University. Laboratory of Human Development, Social Science Research Council (U.S.), 1966 **Job Analysis** Stephen E. Bemis, Ann Holt Belenky, Dee Ann Soder, 1983

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