Interview Notes and Scorecard Template

Notes from a job interview, structured as a scorecard: each competency gets a rating backed by evidence from the candidate's answers. Fill it in before the hiring debrief, independently from other interviewers.

Candidate	
Role	
Interview round / type	screening / technical / behavioural / final
Interviewer	
Date	

Scorecard

Scale: 1 — no evidence, 2 — below the bar, 3 — meets the bar, 4 — strong evidence.

Competency	Rating (1–4)	Evidence: what the candidate said or did

Strengths

-

Concerns

-

Candidate's questions

-

Logistics (if discussed)

Availability, notice period, location.

Recommendation

Strong yes / Yes / No / Strong no — one-line reason:

How to fill it in

- **No rating without evidence.** If a competency wasn't covered, leave it blank, don't guess.
- **Evidence is what was said or done,** not your impression. "Described how she cut release time from 2 weeks to 3 days" beats "seems strong".
- **Job-related only.** Don't record age, family, health, religion, origin or other personal characteristics, and don't judge "fit" in ways that stand in for them.
- **Write before the debrief** so the group doesn't shape your rating.
- **Keep it confidential** and follow your company's retention rules for candidate data.