

Interview Scorecard Template

The interview questions listed are examples only. It is important that questions are tailored to assess the candidate's suitability for the role. For employers who do not have a competency question bank, a range of example competency questions is available [here](#).

Anonymised CVs can reduce the risk that bias will influence the judgement of interviewers. Anonymising CVs for interviews can include the removal of employer names or academic history. Before commencing the interview process for this role, consider the use of anonymised CVs.

Role:	Team/Practice group:	Applicant name/reference:
Interviewer 1:	Interviewer 2:	Outcome ☐ Progress to next stage ☐ Reject

INTRODUCTIONS & SCENE SETTING

- The candidate may feel nervous. Please ensure you are welcoming and put them at ease.
- Check the candidate is comfortable. You may, for example, wish to offer them something to drink.
- Introduce yourselves and set out the format of the interview.
- Mention that you will take notes during the interview.

PART 1: ABOUT YOU

Please start by talking us through your CV, highlighting the experience you feel is relevant for the role.

Observations

PART 2: COMPETENCY QUESTIONS

Select 3-4 competency questions that align directly to the skills required in the role. *The example below is for illustrative purposes only.*

Stakeholder management	Describe a time when you turned around a challenging or difficult client relationship. • What made the relationship challenging? • How did you improve the situation? • What measures have since you put in place?	Positive indicators • Takes personal responsibility. • Demonstrates problem solving skills. • Builds trust and rapport.	Negative indicators • Blames others for issues. • Deals with issue alone. • Does not apply lessons learned.
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Observations

PART 3: ROLE MOTIVATION *The example below is for illustrative purposes only.*

What appealed to you about this role?	Positive indicators - Has researched and understands the role. - Demonstrates a clear interest in the opportunity and value they would add. Negative indicators - Demonstrates limited understanding of role.
What appeals to you about working for [Organisation]?	Positive indicators - Can differentiate us from our competitors. - Shows a genuine interest in the organisation. Negative indicators - Has not researched the organisation. - Does not demonstrate an interest in the organisation.

Observations

PART 4: CANDIDATE QUESTIONS *Aim to set aside 5-10 minutes at the end of the interview for candidates to ask questions.*
COMPETENCY QUESTION SCORING GUIDELINES

5	Highly experienced in this area. Provides clear evidence demonstrating the skills required. Skills and experience would enhance the quality of the team.
4	Clearly demonstrates the skills required. Responses may not signal the depth of knowledge or experience to warrant a 5, but candidate demonstrates good judgement.
3	Some experience of the skills required and awareness of skills gaps. Responses may indicate some gaps in knowledge or experience which can easily be developed in the role.
2	Responses demonstrate limited skills in this area and/or limited awareness around gaps in skills and ability.
1	Does not demonstrate the skills required in this area. Responses highlights inexperience or flaws in judgement.

INTERVIEWER COMMENTS

Please share objective observations on candidate strengths and areas for improvement. These comments will be used as the basis of feedback shared with the candidate.

COMPETENCY	SCORE (1-5)	OUTCOME
1. Stakeholder Management		☐ Progress to next stage ☐ Reject
2.		
3.		
4.		