
Shiftbase Template

Structured interview scorecard



Created by



About this template

This scorecard is for hiring managers and SMEs who want interviews to be fair, consistent, and fast — without relying on gut feel.

Who it's for

- Hiring managers running interviews
- HR/People Ops coordinating hiring
- SMEs hiring across multiple locations/teams

How to use it (10 minutes)

1. Pick 5–7 competencies that actually matter for the role (not 15).
2. Use the same questions for every candidate (consistency = fairness).
3. Score independently first, discuss after (reduces bias).
4. Always write 1–2 lines of evidence per score (“what did they say/do?”).
5. Store the scorecard in one place with the hiring decision notes.

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Scoring scale

1	Below bar / not demonstrated
2	Emerging / inconsistent
3	Meets expectations
4	Strong / above expectations
5	Exceptional / role model level

Role Details

Role: [Job title]

Team / department: []

Interview date: []

Candidate name: []

Interviewers: [Name + role], [Name + role]

Stage: [Screen / First interview / Final interview]

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Competencies (pick 5-7)

Competency 1: [e.g., role-specific skill / technical skill]

What “good” looks like:

- [Behavior/outcome]
- [Behavior/outcome]

Questions to ask (ask the same ones each time):

- [Question 1]
- [Question 2]

Score (1-5): []

Evidence (facts only, 1-3 lines): []

⚠ Copy paste this and add more competencies based on the needs of the role/ company

Role must-haves check (pass/fail)

Must-have #1 :		
Pass/Fail:	pass	fail
Evidence / Explanation:		

⚠ Copy paste this and add more “must- haves” based on the needs of the role/ company

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Risk + red flags (be specific, not vague)

Potential risks to validate (if any):

- [Risk 1]
- [Risk 2]

Red flags observed (facts only):

- []

Candidate motivation + logistics

Why do they want this role?	[1-2 lines]
Availability / notice period:	
Comp expectations (if discussed):	
Work eligibility (if applicable):	

Overall recommendation

Overall score (average or simple gut-check):				
Recommendation:	Strong yes	Yes	Lean no	No
Decision notes (2–4 lines max):	[Why this decision] , [What would make me change my mind]			
Next step:	Move forward	Hold	Reject	

+ Add-ons

Optional, high value

Reference check prompts (2 questions)

- “What kind of work did they do best, and what conditions helped them succeed?”
- “What’s one area they needed coaching on, and did they improve?”

Consistency rule (print this at the top for interviewers)

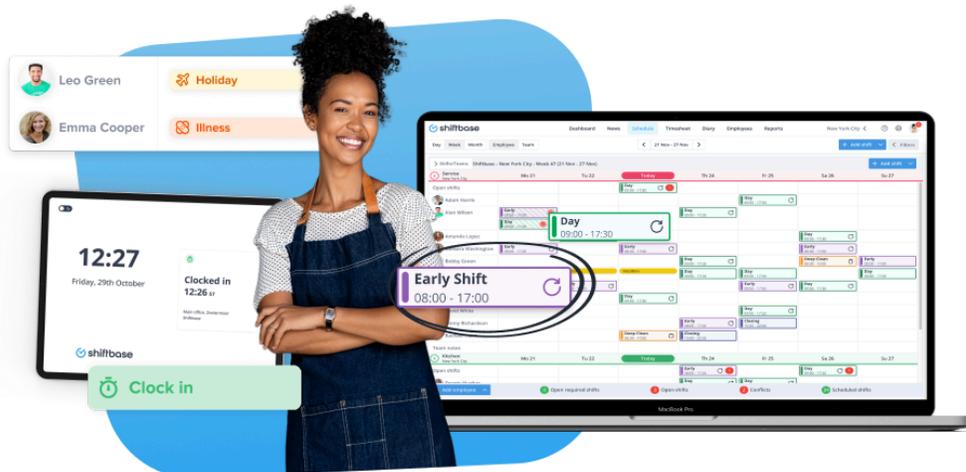
⚠ Score on evidence, not vibes. If you can’t write evidence, you can’t give a high score.

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