Candidate Comparison Scorecard

A consistent, job-related worksheet for comparing candidates after interviews

Use the same job-related criteria for each candidate. Base ratings on information relevant to the role, not protected characteristics or assumptions unrelated to job performance.

How to use: Set your criteria in Step 1 *before* scoring anyone. Then rate each candidate from 1 to 5 using the Rating Guide on page 2 and note the evidence behind every score.

Position _____ **Date** _____

Reviewer _____ **Department** _____

1 Define the Criteria Before Scoring

Decide what evidence will count for each criterion before interviews are scored.

JOB-RELATED CRITERION	WHAT EVIDENCE WILL COUNT?	WEIGHT (OPTIONAL)
Required experience / transferable experience		
Job-specific knowledge or technical skill		
Communication relevant to the role		
Problem-solving / judgment		
Reliability or work approach		
Role-specific criterion: _____		

Rating Guide

RATING	MEANING
1	Does not demonstrate the requirement
2	Partially demonstrates the requirement; significant development needed
3	Meets the requirement
4	Strongly demonstrates the requirement
5	Exceeds the requirement with clear, relevant evidence

2 Score Each Candidate

Use the same criteria and the Rating Guide above for every candidate.

CRITERION	CANDIDATE A Name	CANDIDATE B Name	CANDIDATE C Name
Required experience / transferable experience	**Rating (1–5)** Evidence	**Rating (1–5)** Evidence	**Rating (1–5)** Evidence
Job-specific knowledge or technical skill	**Rating (1–5)** Evidence	**Rating (1–5)** Evidence	**Rating (1–5)** Evidence
Communication relevant to the role	**Rating (1–5)** Evidence	**Rating (1–5)** Evidence	**Rating (1–5)** Evidence
Problem-solving / judgment	**Rating (1–5)** Evidence	**Rating (1–5)** Evidence	**Rating (1–5)** Evidence
Reliability or work approach	**Rating (1–5)** Evidence	**Rating (1–5)** Evidence	**Rating (1–5)** Evidence
Role-specific criterion: _____	**Rating (1–5)** Evidence	**Rating (1–5)** Evidence	**Rating (1–5)** Evidence

3 Interview Notes & Follow-Up

CANDIDATE	JOB-RELATED STRENGTHS	QUESTIONS / GAPS TO VERIFY
A		
B		
C		

4 Decision Check

- ☐ I used the same core criteria for each candidate.
- ☐ My notes reflect job-related evidence rather than personal similarity or assumptions.
- ☐ Any required qualification or disqualifying factor is documented.
- ☐ I can explain the decision using the job requirements and interview evidence.

Candidate selected for next step

Reason based on job-related criteria

Want a more consistent interview process?

ThriveWell HR Consulting, LLC helps small businesses build job-related interview questions, candidate scorecards, and selection documentation.

Have a question? Visit **Ask ThriveWell** at thrivewellhrconsultingllc.com

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