Candidate scoring sheet

**Shortlisting**

|  |  |
| --- | --- |
| **Role applied for:** |  |
| **Date of shortlisting exercise:** |  |
| **Shortlisted by:** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Candidate name** | ***[Insert criteria]*** | ***[Insert criteria]*** | ***[Insert criteria]*** | ***[Insert criteria]*** | **Total** | **Call to interview?** | **Notes** |
|  | SCORE OUT OF 4 | SCORE OUT OF 4 | SCORE OUT OF 4 | SCORE OUT OF 4 |  |  |  |
|  | SCORE OUT OF 4 | SCORE OUT OF 4 | SCORE OUT OF 4 | SCORE OUT OF 4 |  |  |  |
|  | SCORE OUT OF 4 | SCORE OUT OF 4 | SCORE OUT OF 4 | SCORE OUT OF 4 |  |  |  |
|  | SCORE OUT OF 4 | SCORE OUT OF 4 | SCORE OUT OF 4 | SCORE OUT OF 4 |  |  |  |
|  | SCORE OUT OF 4 | SCORE OUT OF 4 | SCORE OUT OF 4 | SCORE OUT OF 4 |  |  |  |

Key:

|  |  |
| --- | --- |
| 1 | Excellent match to criterion |
| 2 | Good match to criterion |
| 3 | Some match to criterion |
| 4 | No match to criterion |

**Interview scoring**

|  |  |
| --- | --- |
| **Role applied for:** |  |
| **Date of interview:** |  |
| **Interviewed by:** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Candidate name** | ***[Insert criteria]*** | ***[Insert criteria]*** | ***[Insert criteria]*** | ***[Insert criteria]*** | **Total** | **Role to be offered?** | **Notes** |
|  | SCORE OUT OF 4 | SCORE OUT OF 4 | SCORE OUT OF 4 | SCORE OUT OF 4 |  |  |  |
|  | SCORE OUT OF 4 | SCORE OUT OF 4 | SCORE OUT OF 4 | SCORE OUT OF 4 |  |  |  |
|  | SCORE OUT OF 4 | SCORE OUT OF 4 | SCORE OUT OF 4 | SCORE OUT OF 4 |  |  |  |
|  | SCORE OUT OF 4 | SCORE OUT OF 4 | SCORE OUT OF 4 | SCORE OUT OF 4 |  |  |  |
|  | SCORE OUT OF 4 | SCORE OUT OF 4 | SCORE OUT OF 4 | SCORE OUT OF 4 |  |  |  |

Key:

|  |  |
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