Greenhouse best practices

Optimizing interview feedback with scorecards

A lot of hard work goes into getting great candidates through the door. That's why it is extra frustrating for recruiters when they can't get meaningful feedback from interviewers.

By using a candidate scorecard, interviewers have a clear picture of what attributes they need to evaluate. They come to the interview prepared with relevant questions, and walk away with the ability to grade candidates on the right hiring criteria.

Optimize your interview feedback with the scorecard on the second page of this document.

Follow these 4 steps:

1 Identify key attributes
List the key attributes that will make someone a top-performer in the role and at your company.

2 Define the purpose of the interview
List the key attributes that will make someone a top-performer in the role and at your company.

3 Provide questions
Reference your list of attributes to design questions that are relevant and meaningful to the information you need.

4 Systemize interview feedback
Have all interviewers check the thumbs-up or thumbs-down for each listed item, and make notes when needed.

Cultural fit interview:

Purpose

Questions to ask

Scorecard   **Notes**

Skills

Personality Traits

Qualifications

Details