

Interview Competencies Scorecard Template

Candidate Information

Candidate Name: _____ Position: _____
 Interview Date: _____ Interviewer Name(s): _____

Competency Assessment

For each competency, rate the candidate on a scale of 1–5. Provide examples or observations to support your rating.

Scoring Guide

- 1 = Poor: Does not meet expectations
- 2 = Below Average: Limited demonstration of the competency
- 3 = Average: Meets expectations
- 4 = Above Average: Exceeds expectations
- 5 = Excellent: Outstanding demonstration of the competency

Competency	Description	Question to Ask	Score (1-5)
Role-Specific Expertise	Demonstrates technical knowledge and skills directly relevant to the role.	Can you describe a project or task where your technical expertise directly impacted its success? What role did you play, and what was the outcome?	

Competency	Description	Question to Ask	Score (1-5)
Problem-Solving & Critical Thinking	Analyzes issues, identifies root causes, and develops effective solutions.	Tell me about a complex problem you faced at work. How did you identify the root cause, and what steps did you take to solve it?	
Communication Skills	Expresses ideas clearly, confidently, and effectively in verbal and written formats.	Share an example of a time when you needed to communicate a difficult message. How did you deliver it, and what was the result?	
Teamwork & Collaboration	Works well with others and contributes to achieving group objectives.	Describe a time when you worked with a team to achieve a common goal. What was your role, and how did you handle any conflicts?	
Leadership & Influence	Inspires, motivates, and guides others while fostering a positive environment.	Share an example of a time when you led a team through a challenging situation. How did you inspire and guide them?	
Adaptability & Learning Agility	Demonstrates technical knowledge and skills directly relevant to the role.	Describe a situation where you were faced with significant changes at work. How did you adapt, and what did you learn?	

Competency	Description	Question to Ask	Score (1-5)
Emotional Intelligence	Analyzes issues, identifies root causes, and develops effective solutions.	Can you describe a time when you navigated a challenging interpersonal situation at work? How did you handle it?	
Initiative & Drive	Expresses ideas clearly, confidently, and effectively in verbal and written formats.	Share an example of a time when you went beyond your job responsibilities to accomplish something important. What motivated you?	
Cultural Fit & Values Alignment	Works well with others and contributes to achieving group objectives.	What aspects of our company's mission and values resonate most with you, and why?	
Customer Focus or Stakeholder Orientation	Inspires, motivates, and guides others while fostering a positive environment.	Tell me about a time when you went above and beyond to meet a customer's or stakeholder's needs. What was the impact?	

Total Score: _____ / 50

Recommendation:

- ☐ Strongly Recommend
- ☐ Recommend
- ☐ Neutral/Requires Further Discussion
- ☐ Do Not Recommend

Additional Notes:

Include any additional observations or considerations relevant to the hiring decision.

Notes:
