Job scorecard

Fill in the requirements before you open any applications, and agree them with everyone who will review candidates. Score each line using only what is in front of you.

Role	Candidate	Reviewer	Date

Scoring scale

- 0 = No evidence in the application
- 1 = Some related evidence, but not the requirement itself
- 2 = Clear evidence the requirement is met
- 3 = Clear evidence, beyond what the role needs

Essential requirements

You would turn someone down for missing one of these. Keep this list short.

Requirement	What counts as evidence	Score (0 to 3)	Evidence seen, and where

Preferred requirements

You would like these, but could teach them or do without.

Requirement	What counts as evidence	Score (0 to 3)	Evidence seen, and where

Outcome

All essential requirements met? Yes / No	
Decision and reason	
Decided by, and date	

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