



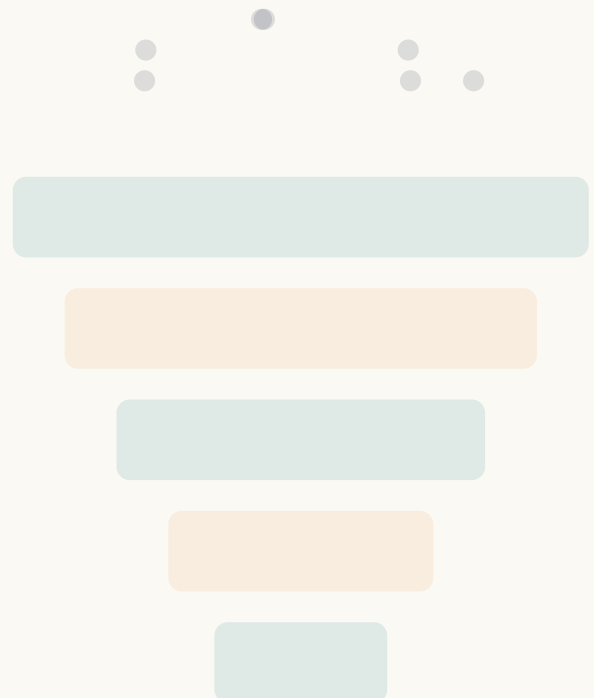
ARDENT WORKSHOP

A FREE ARDENT WORKSHOP TOOL

Free Interview Scorecard

Score every candidate on the same weighted criteria.

A free tool from Ardent Workshop



The free interview scorecard

Gut feel is hard to compare across candidates and across interviewers. This free scorecard fixes that: rate everyone 1–5 on the same criteria and it computes one weighted score, so two interviewers' numbers finally mean the same thing.

How to use it

Open the workbook, add each candidate on the Scorecard tab, and rate them on each criterion. The weighted score fills in from the weights you set on the Weights tab. Or print the scorecard below and score on paper.

Criterion	Weight	Score (circle one)
Skills & Experience	weight 30	1 2 3 4 5
Problem Solving	weight 20	1 2 3 4 5
Communication	weight 20	1 2 3 4 5
Role & Team Fit	weight 20	1 2 3 4 5
Motivation	weight 10	1 2 3 4 5

Recommendation: Strong Yes / Yes / Neutral / No / Strong No

WANT THE WHOLE HIRING PIPELINE?

This scorecard is one tab from the full Job Applicant Tracker — openings, an applicant pipeline, an interviews log, offer tracking, and a live dashboard, in Excel & Google Sheets. [See the full tracker >](#)

An organizing tool, not legal or HR advice. The example is fictional and illustrative. © Ardent Workshop LLC.