

# Interview Question Scorecard & Hiring Checklist

## Key Interview Questions

1. Tell me about the most exciting work you've done. What did you enjoy?
2. What would your recent supervisors say about your weaknesses?
3. What experiences make you a strong fit for this role?
4. Where could you have improved in your recent roles?
5. Describe your previous supervisors' strengths and weaknesses.
6. What is the most boring job you've had and how did you stay motivated?
7. Give an example of working under pressure.
8. How do you know this role is the right fit for you?

## Candidate Evaluation Scorecard

**Rate each category from 1 (low) to 5 (high):**

Communication: \_\_\_\_ Notes: \_\_\_\_\_

Problem-Solving: \_\_\_\_ Notes: \_\_\_\_\_

Cultural Fit: \_\_\_\_ Notes: \_\_\_\_\_

Adaptability: \_\_\_\_ Notes: \_\_\_\_\_

Emotional Intelligence: \_\_\_\_ Notes: \_\_\_\_\_

## Red Flags to Watch For

1. Blames others for past issues
2. Provides vague or unclear answers
3. Speaks negatively about previous employers
4. Inconsistent responses
5. Lack of preparation

## Hiring Decision Checklist

- Candidate meets core qualifications
- Demonstrates problem-solving ability
- Aligns with company culture
- Shows long-term potential
- References validate responses

## Before You Make an Offer

- Understand the current market and salary expectations
- Highlight what makes your company a great place to work
- Act quickly to secure top candidates