**Scorecard for:**

**Candidate: Interviewer:**

**Date: Conclusion:** Proceed/Reject

**Score: 1 = Poor 2 = Insufficient 3 = Adequate 4 = Good 5 = Excellent**

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| --- | --- | --- | --- |
| **Behaviours** | **Score** | **Minimum Score** | **Comments** |
| ***E.g.*** *Body Language* |  |  |  |
| ***E.g.*** *Time Management* |  |  |  |
| ***E.g.*** *Active Listening* |  |  | ***Add more rows as necessary*** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Specific Skills Required** | **Question/Example** | **Score** | **Minimum Score** | **Comments** |
| ***E.g.*** *Use of Salesforce CRM* |  |  |  |  |
| ***E.g.*** *Use of Microsoft Office suite* |  |  |  | ***Add more rows as necessary*** |

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| --- | --- | --- | --- | --- |
| **Skill/competency** | **Question/Example** | **Score** | **Minimum Score** | **Comments** |
| ***E.g.*** *Confidence* |  |  |  |  |
| ***E.g.*** *Communication* |  |  |  |  |
| ***E.g.*** *Objection Handling* |  |  |  | ***Add more rows as necessary*** |

|  |  |
| --- | --- |
| **Overall Strengths** | **Comments** |
| ***E.g.*** *Clear communicator* |  |
| ***E.g.*** *Ambitious* |  |
| ***E.g.*** *Reads books for personal/professional development* | ***Add more rows as necessary*** |

|  |  |  |
| --- | --- | --- |
| **Overall Concerns** | **Comments** | **Can we overcome?** |
| ***E.g.*** *Poor body language (slouches)* |  |  |
| ***E.g.*** *No industry experience* |  |  |
| ***E.g.*** *Very optimistic with sales figures* |  | ***Add more rows as necessary*** |