

Quality of Hire Talent Scorecard

(Based on Lou Adler's *Hire With Your Head* (2007, 3rd Edition. John Wiley & Sons, Inc.)

Candidate: _____ Position: _____ Interviewer: _____ Date: _____

Factor	Level 1 Minimal	Level 2 Adequate	Average 2.5	Level 3 Strong	Level 4 Great	Level 5 Superb	Rank
BASIC FIT FACTORS							
Skills	Bare minimum.	Has the basics, but needs help.	Covers all direct job needs well.	Extremely strong in all job needs.	Brings far more to table.		
Experience	Minimum threshold.	Meets most, but not all needs.	Meets all experience needs.	Broader experience.	Perfect fit plus more.		
Achiever Pattern	No evidence the person is in the top 50%.	Some, but not sure if person is in top 50%.	Evidence clearly indicates person is top 25%!	Evidence clearly indicates person is in top 10-15%.	Evidence clearly indicates person is in top 5%.		
CORE COMPETENCIES							
Talent	Meets bare minimum standards. Needs too much support.	Can do the work, but needs added training, support.	Technically tops. An asset. Can learn quickly. Covers it all.	Top-notch. Trains others. Constantly improving. Brings more to the table.	Brilliant. Sets standards. Leader in field. Sought out. Recognized.		
Management	Unorganized. Very reactive. Misses most deadlines.	Needs direction, monitoring. More reactive than plan.	Solid planner, or organizer. Executes well. Anticipates issues.	Excellent. Plans, anticipates, communicates, and succeeds.	Handles complex projects. Makes it happen. Anticipates everything.		
Team	Little team growth. Limited examples of leading or influencing others.	Some team growth, but needs urging. Okay examples of influencing others.	Good team growth. Has taken on bigger team roles.	Clear team track. Takes initiative to help others. Takes lead.	Impressive team growth. Persuades, motivates, coaches. Asked to lead.		
Thinking	Didn't understand any key issues or develop any solutions.	Understood most issues, developed okay solutions.	Clearly understood all key issues and developed very well.	Understood all key & less obvious issues. Works w/ others. Developed multiple solutions.	Seeks best solutions. Understood core issues & provides new insights.		
SITUATIONAL FIT FACTORS							
Job Fit	Limited comparability with accomplishments and job needs.	Some comparable accomplishments, but limited or inconsistent.	Accomplishments clearly comparable with consistent results.	Achieved better results doing similar work in similar environments.	Full job match with exceptional results – scope, pace, resources.		
Managerial Fit	Mismatch between candidate's & manager's style.	Limited, but has worked with similar managers.	Successfully worked with similar managers.	Person easily adapts to a variety of manager styles	Super fit. Coaches upward. Both are flexible.		
Culture & Environment	Complete mismatch on culture & environment.	Reasonable match on culture and environment.	Close match on culture and environment.	Excellent match and has made similar transfers.	Thrives in this type of environment, culture.		
Motivation²	Very limited evidence of motivation to do this type of work.	Will do the core work, but needs extra pushing.	Self-motivated to do this type of work w/ normal supervision.	Takes initiative to do more, faster, & better. Self improves in this type of work.	Totally committed to do whatever it takes to get it done. Constant self-development.		
OVERALL FIT							
Notes:							