

INTERVIEW SCORECARD

DCX

Use this scorecard to keep notes on each of your entry-level candidate interviews.

Name of Candidate:

Date of Interview: (mm/dd/yy)

Suggested Questions to Ask

Be ready to ask follow up questions based on initial answers

Explain to me in detail what your tasks were in your previous 2-3 jobs:

What education and training have you received to help you with those tasks?

What software experience do you have? Is any of it industry specific?

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Suggested Questions to Ask (continued)

Do you like a customer service role or a task-based role more? Why?

What technical skills and certifications do you have?

What are your career goals?

What interests you about this role?

What motivates you?

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Candidate Scorecard

Creating a scorecard is essential to comparing various candidates

- Meets the technical aspects of the job
- Personality
- English Proficiency level
- Experience Level
- Time Management
- Company Culture Fit

Answer 1 to 5
with 5 being the highest

Next Steps

Choose from the following options to determine how to proceed

- Make an offer
- Schedule another interview
- Email follow-up questions
- Contact references
- Turn down the candidate
- Other: