

SAMPLE INTERVIEW SCORECARD

SCORECARD

Position:	Sales/Bus Dev	Name:	
Reports to:	Director	Interviewer:	
Date:			

MISSION

To search for, uncover, qualify, promote candidates to make a client/candidate hiring match. Supports the **DIVISION** Sales team. Reports to **DIVISION DIRECTOR**.

OUTCOMES

METRICS

Consistent Production	60+ connects, 9 PS or 7 CVs, 9 submittals & 2 1st time interviews a week
Profitable	Bills \$15,000 or more per month on a rolling 3 month average
Quality Work	Follows internal processes, systems & checklist on every placement

COMPETENCIES

	Examples	Target	Score
Eager on the phone - <i>Excited to get on the phone and start making a difference!</i>		5	5
Integrity - <i>Does not cut corners ethically.</i>		5	4
Teamwork – <i>Willing to act in best interest of team over self.</i>		5	3
Continuous Improvement - <i>Is personally driven to become better & willing to put in the work.</i>		5	5
FUN - <i>Be an enjoyable person to work with! We can handle a long layover w/ this person.</i>		5	5
Work Ethic - <i>Doesn't make excuses; just gets it done; consistently delivers.</i>		5	5
Loyalty – <i>Believes in Switchgear and our culture & acts accordingly.</i>		5	5

SUMMARY

	Target	Score
Final Score	55	49
Final Grade		A

Interviewer Signature

Date