

Engage! HR Solutions

Candidate name:

Date:

Interview Scorecard-Analyst

Knowledge, Skills, Abilities

Score

Notes

Communication skills

3

* provides details and examples

Problem Solving

Collaborate

Client relations/customer service

* details

Analytical skills

3

* attention

Technical Skills

3

Experience management software

3

Proficient in Excel, Access database

2

Non-verbal communication

Dress professionally for interview

3

Total Score

2.8

Score: 1= poor 2= good 3 = excellent

SAMPLE



Contact Elizabeth at Engage! HR Solutions at engagehr.elizabeth@gmail.com for all your recruitment needs.