Employer Toolkit

CHARLOTTE COUNTY
ECONOMIC DEVELOPMENT
Your Business. Cleared for Takeoff.

CANDIDATE SCORECARDS - A SIMPLE, STRUCTURED WAY TO COMPARE APPLICANTS FAIRLY.

✅ Why Use Candidate Scorecards?

Scorecards help interviewers evaluate candidates objectively and consistently. By rating the same criteria across all interviews, you reduce unconscious bias and improve team alignment on hiring decisions. Scorecards are especially useful when multiple people are involved in the interview process — and essential for structured hiring.

📊 **What to Include on Your Scorecard**

Evaluation Criteria	What It Measures
Technical Skills	Job-specific tools, software, equipment, certifications
Relevant Experience	Past duties, accomplishments, and transferable work
Communication	Clarity, listening, and interpersonal skills
Problem Solving / Initiative	Critical thinking, adaptability, motivation
Team Fit / Collaboration	Ability to work well with others, emotional intelligence
Values Alignment / Culture Fit	Match with your organization's mission and approach

You can customize these based on the role — for example, add "Customer Service" for front-line roles or "Leadership" for supervisory positions.

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🔢 Rating Guidance (1–5 Scale)

Score	Meaning
1	Does not meet expectations
2	Somewhat meets expectations
3	Meets expectations
4	Exceeds expectations
5	Exceptional

Each panelist should rate candidates independently. Then, average the scores across all categories and interviewers to guide final decisions.

🖨 **Sample Template (for your scorecard layout)**

Criteria	Score (1–5)	Notes
Technical Skills		
Relevant Experience		
Communication		
Team Fit		
Overall Impression		

Charlotte County　➡ Final Score (Average): _____

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✅ Pro Tips

- Keep it simple: Use only the most relevant criteria.
- Be consistent: Use the same form for all candidates.
- Capture examples: Encourage panelists to write short notes under each score.
- Use for discussion: Bring completed scorecards to your hiring decision meeting.

⚠️ Disclaimer

This toolkit is provided for general informational purposes only and does not constitute legal, HR, or compliance advice. Employers are solely responsible for ensuring their hiring practices comply with applicable laws. Charlotte County and its partners assume no liability for decisions made based on this content.

📅 Last Updated: October 2025

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