

Instructions for Resume and Interview Scoring Tool

When interviewing for a position, you should have some objective criteria by which you evaluate candidates. You can use these criteria to effectively screen people, so you end up interviewing the highest quality available candidates.

The **Resume and Interview Scoring Tool** can be used for both telephone interviews and in-person interviews. Follow the steps below:

1. You need to decide what competencies and attitudes are required for the position. The example provided is from the Hotel industry, so you will need to change the criteria to match your situation.
2. You need to weight the criteria as per your requirements. Some competencies or attitudes may be absolutely required, where others may be preferred. This should be expressed in the weights you attach to each criteria. If you are having difficulty, you should compare each criteria to every other one, placing a check mark beside the most important one at each comparison. The one with the most check marks is most important, and should receive the highest weight. Your weights should add up to 1.
3. Decide on five “killer-questions”. These are questions that you will ask each candidate, and score their response. You can also weight the importance of the questions if you choose.
4. Conduct each interview, and in your debrief assign a score to each criteria with 1 being low and 5 being high. If you use this sheet electronically, it will automatically calculate the score for you.
5. Put the interview score sheets in order from the highest score to the lowest.
6. Select the best candidate. The best candidate may or may not be the one with the highest resume and interview scores. However your chosen candidate should be near the top on both score sheets. If s/he is not, you need to determine where you’ve made your mistake. It may have been in the criteria, or the weighting, or perhaps in how you scored candidates.

Finally, do not discount the value of your intuition in the interviewing process. It is an important tool, but you cannot use it as your only tool. The Resume and Interview Scoring Tool is intended to confirm or challenge what your intuition may be telling you about a candidate. Ultimately the best recruiting practice relies on a combination of intuition, and the tools presented here.