

### HOW TO USE A CANDIDATE SCORING MATRIX

A candidate scoring matrix can be used by those with hiring responsibilities to assess candidates fairly and objectively during the interview process. Each interviewer (ideally at least two) scores the candidate on the same set of criteria, and then compare the scores when all interviews are complete.

The matrix gives structure to the interview process, and allows candidates to be considered more consistently, fairly, and based on criteria that is important to the performance of the job role should they be hired. The matrix is a useful tool to use to improve the fairness and transparency of hiring decisions and makes sure that all relevant information is gathered in order for good hiring decisions to be made. It is useful for keeping an interview on track and ensuring that candidates are asked the same questions it is easier to compare their answers and decide who is right for the role.

Below is a candidate scoring matrix template to help you get started. It has a simple rating system to keep the scores as objective as possible and make it easy to rank candidates. Decide on what your criteria will be (it can help to look at the job description for this). What are the most important attributes for a candidate to have? Does the role require a certain qualification? Are there cultural values that would make them a good fit? You can then plan your interview questions around checking for these criteria.

Once interviews are complete, it should be easy to compare candidates scoring on important criteria using the matrix, and hopefully make the selection process easier, fair and transparent.

### **RECOMMENDED RETENTION PERIOD FOR RECRUITMENT DOCUMENTS (for unsuccessful candidates)**

Due to time limits in the various discrimination Acts, minimum retention periods for records relating to advertising of vacancies and job applications should be at least 6 months. A year may be more advisable as the time limits for bringing claims can be extended.

CANDIDATE SCORING MATRIX

**SCORING MATRIX FOR INTERVIEW**

<b>ROLE APPLIED FOR:</b>	
<b>DATE OF INTERVIEW:</b>	
<b>INTERVIEWED BY:</b>	

<b>CANDIDATE NAME</b>	<b>[INSERT CRITERIA]</b>	<b>[INSERT CRITERIA]</b>	<b>[INSERT CRITERIA]</b>	<b>[INSERT CRITERIA]</b>	<b>TOTAL</b>	<b>ROLE TO BE OFFERED?</b>	<b>NOTES</b>

Key:

1	Excellent match to criteria
2	Good match to criteria
3	Some match to criteria
4	No match to criteria