

SAMPLE - Assessment Scorecard

Evaluation Factor	Weak	Average	Good	Outstanding	Interview Questions / Test or Exercise
Professional Experience					
Small to mid-sized business					
Sales / account management					Tell us how you networked and built relationships while at past company?
Project management					
Recruiting / hiring					How did evaluate a candidate's experience, character and fit with an organization?
Supervising / managing					
Business development					
General business mgmt					
Independent					What support do you look to your supervisors for?
Ambitious / driven					Give an example of an important goal you set and describe your progress in reaching it.
Team player					Share an example of a highly productive team. Why productive? How you contributed?
Responsive / customer service					Describe a time where you had a difficult or unhappy customer. What do differently?
Resourcefulness					Tell about a time you had to stretch your knowledge/experience to solve a problem.
Writing skills					Write a candidate biography (summary of resume and interview with the candidate)
Verbal skills					Give us a 1 minute sales pitch about our business.
Quick learner					What was your biggest knowledge gap in your last job? How did you overcome it?
Passion for the company mission					
Knowledge of Boston					
Relationships / network					
Flexibility in schedule					
Home location / commute					

