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**SAMPLE - Assessment Scorecard**

Evaluation Factor	Weak	Average	Good	Outstanding	Interview Questions / <b>Test or Exercise</b>
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					<b>Write a candidate biography (summary of resume and interview with the candidate)</b>
Verbal skills					<b>Give us a 1 minute sales pitch about our business.</b>
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					

# Smart Staffing for Small Businesses - Tools



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Relationships / network					
Flexibility in schedule					
Home location / commute					