HOW TO CREATE A SCORECARD TO FIND THE BEST CANDIDATE FOR YOUR VACANCY

FACTORS	Weight	Candidates					Sample Questions
		James	Aliyah	Michael	Marie	Steven	
Cultural Fit	20%	4	5	4	3	5	How would you describe your ideal organizational structure? What attributes of an institution's culture do you value?
Career Motivation	5%	2	5	4	5	5	Why is our organization and its role attractive to you? What are your short- and long-term career goals?
Social Skills	10%	3	4	3	4	4	Which personality traits do you value in the workplace? Are there behaviors or attitudes that you particularly like or dislike?
Teamwork	10%	4	4	2	5	5	How do you build rapport with colleagues, direct reports and your manager? Describe the relationships you have with them.
Technical Skills	20%	3	4	5	4	5	TBD by role.
Leadership Capabilities	15%	5	4	3	5	4	What experience do you have in hiring and training staff? How do you maintain positivity in the workplace?
Critical Thinking / Problem Solving	15%	4	3	5	3	5	Tell me about a time when you identified a problem and describe your role in the solution.
Self Awareness	5%	4	2	4	5	5	Describe your strengths and how you leverage them. Describe your weaknesses and how you improve upon them. How would your colleagues describe you?
WEIGHTED AVERAGE	100%	3.750	4.000	3.900	4.000	4.750	

Scale = 1 – Unsatisfactory 2 – Below Average 3 – Average 4 – Above Average 5 – Exceptional

Creating a balanced scorecard to evaluate candidates for a job vacancy involves developing a structured framework that considers multiple dimensions of candidate suitability. The balanced scorecard approach helps you assess candidates based on various criteria beyond just skills and qualifications. Here's a step-by-step guide to help you create a balanced scorecard for your hiring process:

Define the Job Requirements and Criteria:
Start by clearly defining the job role, responsibilities, and requirements. List down the essential skills, qualifications, experience, and other attributes necessary for success in the role.

Identify Key Dimensions:
Divide the evaluation into key dimensions that are important for the job and your organization's culture. Common dimensions include:

Technical Skills: Assess the candidate's proficiency in job-specific skills.
Soft Skills: Evaluate interpersonal skills, communication, teamwork, problem-solving, and adaptability.
Cultural Fit: Consider how well the candidate aligns with your organization's values and work environment.
Experience: Evaluate the relevance and depth of the candidate's past experience.
Leadership Potential: Assess their potential to grow into leadership roles, if applicable.

Assign Weightings
Assign weightings to each dimension based on their importance to the role and your company's priorities. For example, technical skills might carry more weight for a technical role, while cultural fit could be critical for a customer-facing position.

So if you were scoring the candidate out of 5 for all of these categories with 1 being poor and 5 excellent you may decide for the more critical aspects to score out of 8 or 10 so the weighing is assessed.

Create Evaluation Criteria:
Define specific criteria for each dimension. For example:

Technical Skills: Proficiency in programming languages, software tools, etc.
Soft Skills: Communication, problem-solving, teamwork, adaptability, etc.
Cultural Fit: Alignment with company values, ability to work collaboratively, etc.
Experience: Relevant years of experience, specific industry exposure, etc.
Leadership Potential: Demonstrated leadership roles, mentoring experience, etc.
Score Candidates:

Develop a scoring system (e.g., a scale of 1 to 5) for each criterion.

During the evaluation process, assess candidates against each criterion and assign scores accordingly.

Remove confusion and bias from the criteria so all Interviewers are left clear as they assess each candidate.

Calculate Total Scores:
Multiply each criterion's score by its weightage and calculate the total score for each candidate.
This gives you a holistic view of each candidate's fit for the job.

Interview and Reference Checks:
Conduct interviews that address the dimensions in your scorecard. Use behaviour-based questions to gather evidence of candidates' skills, experiences, and cultural fit. Additionally, contact references to validate candidates' claims and gather insights.

Final Decision:
Compare the total scores of candidates to make an informed decision. While the highest scorer may seem like the best fit, consider the context of each candidate's strengths and weaknesses in relation to the role's requirements.

Continuous Improvement:
Regularly review and refine your balanced scorecard to ensure it accurately reflects the changing needs of your organization and the role. Collect feedback from the hiring team to improve the effectiveness of your evaluation process.

and finally don't forget...

We are here for you to answer any questions or concerns you have and to
provide any help...

Good Luck!

The Team at Lucy Walker Recruitment

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