

Hiring Scorecard Builder

HR & WorkTech

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Builds a structured hiring scorecard — competencies, behavioural indicators, a rating scale and a decision rule — to reduce bias in hiring. Use it to evaluate candidates consistently. For interview questions to feed it, use the Structured Interview Question Bank.

Purpose of this tool & output

Build a structured evaluation card for a role

How the output is used

Use it to build a structured evaluation card for a role so decisions are consistent and defensible.

Important cautions

AI-generated scorecard; calibrate with your team.

Companion documents

- Job Description Writer
- Boolean Search String Builder
- Recruiter Outreach Message Writer
- Job Ad Optimizer
- Role Competency Map
- Candidate Rejection Letter

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.