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# Hiring Candidate Scorecard

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Use this scorecard for serious candidates after you have defined the role and decided what the job actually requires.

The goal is to compare candidates against the needs of the practice instead of relying on who interviewed best or who you happened to like most.

Complete one scorecard for each finalist.

## 1. Role Requirements

Position: \_\_\_\_\_

Candidate: \_\_\_\_\_

Interview Date: \_\_\_\_\_

Three Most Important Responsibilities

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Must-Have Requirements

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

Skills That Can Be Taught

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## 2. Experience and Ability

Does the candidate meet the basic requirements of the job? Yes / Mostly / No

Does the candidate have relevant experience for the work they will actually perform? Yes / Somewhat / No

Can they clearly explain what they were responsible for in previous roles? Yes / Mostly / No

Do they appear able to learn the parts of the job they have not done before? Yes / Probably / Unsure / No

Do their past responsibilities suggest they can handle the expected workload? Yes / Probably / Unsure / No

What experience is most relevant to this role?

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What would they need to learn?

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## 3. Communication and Patient Interaction

Does the candidate communicate clearly? Yes / Mostly / No

Do they listen before answering? Yes / Mostly / No

Would you be comfortable having this person communicate with patients? Yes / Probably / Unsure / No

Would you trust them to handle a frustrated or confused patient appropriately? Yes / Probably / Unsure / No

Do they come across as professional and approachable? Yes / Mostly / No

For a patient-facing role, would you want this person interacting with your own family member as a patient?

Yes / Probably / Unsure / No / Not Applicable

Notes:

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## 4. Judgment and Reliability

Ask for examples from real situations.

Describe a time you had to solve a problem without being told exactly what to do.

Notes:

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Describe a mistake you made at work. What happened, and what did you do afterward?

Notes:

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Describe a difficult interaction with a patient, customer, coworker, or supervisor.

Notes:

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Based on their answers:

Do they take responsibility for their work? Yes / Mostly / No

Do they appear capable of handling routine problems independently? Yes / Probably / Unsure / No

Do they know when a problem should be brought to someone else? Yes / Probably / Unsure / No

Do you have concerns about attendance, punctuality, reliability, or follow-through? Yes / No

If yes:

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## 5. Fit With the Practice

After explaining how the practice operates:

Do the candidate's expectations match the actual job? Yes / Mostly / No

Are they comfortable with the pace and size of the practice? Yes / Probably / Unsure / No

Are they willing to help outside a narrow job description when appropriate? Yes / Probably / Unsure / No

Do they appear comfortable with the amount of patient interaction required? Yes / Probably / Unsure / No / Not Applicable

Would you trust this person with confidential information and practice responsibilities? Yes / Probably / Unsure / No

Would you feel comfortable depending on this person during a difficult or busy day? Yes / Probably / Unsure / No

What seems to appeal to them about the position?

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What concerns do you have about fit?

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## 6. References and Logistics

References completed? Yes / No / Not Yet

Would a previous employer or supervisor rehire the candidate? Yes / No / Would Not Say / Not Yet Asked

Were the references generally consistent with what the candidate told you? Yes / Mostly / No / Not Yet Checked

Any concern from references that needs clarification?

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Expected compensation: \$\_\_\_\_\_

Your planned compensation range: \$\_\_\_\_\_ to \$\_\_\_\_\_

Schedule availability works for the position? Yes / No / Needs Discussion

Desired start date: \_\_\_\_\_

Candidate available by that date? Yes / No / Needs Discussion

Required licenses or certifications verified? Yes / No / Not Applicable / Not Yet

Background check completed or initiated, if appropriate? Yes / No / Not Applicable / Not Yet

## 7. Final Decision

Strongest Reasons to Hire This Candidate

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Biggest Concerns

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Can the concerns reasonably be addressed with training? Yes / Some / No

Are any of the concerns fundamental problems with judgment, reliability, attitude, or the requirements of the job? Yes / No

If yes:

Does the candidate meet the must-have requirements? Yes / No

Are you overlooking a concern because you need someone quickly? Yes / No

Are you considering this person mainly because you liked them personally? Yes / No

Do you have enough information to make a decision? Yes / No

Recommendation

- ☐ Strong Hire
- ☐ Hire
- ☐ Need More Information / Another Interview
- ☐ Do Not Hire

Why?

Before Making the Offer

- ☐ Must-have requirements are confirmed
- ☐ References are complete
- ☐ Required licenses or certifications are verified
- ☐ Background check is complete or appropriately underway
- ☐ Compensation is confirmed
- ☐ Schedule is confirmed
- ☐ Job responsibilities have been clearly explained
- ☐ Start date is agreed upon
- ☐ Any remaining concerns have been addressed
- ☐ Offer letter and employment documents are ready

## Using This Scorecard

This scorecard is a general hiring resource and does not constitute individualized consulting, legal, or human-resources advice from Practice Freedom Advisor.

Employment requirements vary by state and by the position being filled. Use appropriate employment-law or HR support when needed, particularly for background checks, hiring requirements, compensation, classification, accommodations, and employment documentation.

### Practice Freedom Advisor

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