

INTERVIEW SCORECARD



JILLS OFFICE FREEDOM FORMULA

This is a scorecard that we use at Jill's Office to evaluate those interviewing for a position here. Please feel free to modify and make it your own in order to fit your business and core values.



JILLS OFFICE FREEDOM FORMULA

How punctual was the applicant?

1 2 3 4 5 6 7 8 9 10

Is the applicant dressed to impress?

1 2 3 4 5 6 7 8 9 10

How friendly is the applicant?

1 2 3 4 5 6 7 8 9 10

How confident is the applicant?

1 2 3 4 5 6 7 8 9 10

How professional is their tone of voice?

1 2 3 4 5 6 7 8 9 10

JILLS OFFICE FREEDOM FORMULA

How enthusiastic do they seem?

1 2 3 4 5 6 7 8 9 10

How comfortable are they with technology?

1 2 3 4 5 6 7 8 9 10

How much of a team player are they?

1 2 3 4 5 6 7 8 9 10

How GROWTH minded are they?

1 2 3 4 5 6 7 8 9 10

How much will-power do they have to do hard work?

1 2 3 4 5 6 7 8 9 10

JILLS OFFICE FREEDOM FORMULA

Would I feel confident with this person being a client's first impression of my business?

1 2 3 4 5 6 7 8 9 10

Would I feel confident with this person meeting clients in person?

1 2 3 4 5 6 7 8 9 10

Would I feel confident with this person being professional enough to represent my business?

1 2 3 4 5 6 7 8 9 10

Would I feel confident with this person being friendly/warm to represent my business?

1 2 3 4 5 6 7 8 9 10



JILLS OFFICE FREEDOM FORMULA

Would I feel confident with this person working productively with minimal supervision?

1 2 3 4 5 6 7 8 9 10

Would I feel confident with this person fitting in with the culture of our team?

1 2 3 4 5 6 7 8 9 10

Would I feel confident with this person putting out fires 60–70% of every day and staying positive?

1 2 3 4 5 6 7 8 9 10

Would I feel confident with this person being able to creatively problem solve to make our services work for the client and Jill's Office?

1 2 3 4 5 6 7 8 9 10

