



ROPELLA® CANDIDATE SCORECARD



CANDIDATE'S NAME _____

POSITION **VP of MANUFACTURING**

DATE _____

REVIEWER'S NAME _____

The Score Card is used to determine a preliminary score for each candidate and their potential fit for the role.

1. Begin with a phone or video interview.
2. Complete this Score Card using the data collected from the phone interview, resume, and completed Skill Survey.
3. Use the completed Score Cards to compare each candidate (on an apples-to-apples basis) to decide who moves on to the next step in the interview process.

SCORING KEY

3 = Excellent | Proven experience, background, and past examples that are a strong fit for this role.

2 = Competent | Experience, background, and examples that are a potential fit for this role.

1 = Below Average | Experience background and examples that could be a detriment to this role.

Bonus = +1 | Exceptional experience or characteristics that go above and beyond the desired requirements for this role.

SKILL SURVEY ANSWERS TO SCORE	SCORE
1. Please provide an overview of your experience working in a manufacturing environment (including years of experience). Which customers and industries do you primarily serve? Which technologies and types of products are you most familiar with?	
2. How many pieces/units are in a typical production run in your current or previous company? Are you most familiar with high-volume low-mix manufacturing or low-volume high-mix manufacturing?	
3. Describe your experience with lean manufacturing and continuous improvement methodologies. Which tools and concepts have you used to successfully improve production processes and results? What metrics do you typically evaluate to determine if production is running up to standard?	
4. Outline your people management experience. What is the largest group you have led? Of that number, what was the breakdown between direct and indirect reports? What were the titles and levels of those that reported to you?	
5. Describe a process or processes you developed for a custom production run. What were some of the issues you encountered and how did you resolve them? What was the final outcome? (Please note: this question is an opportunity for you to demonstrate your technical expertise, leadership skills and problemsolving abilities - proprietary information is neither requested nor desired)	
SKILL SURVEY TOTAL SCORE	

ADDITIONAL CONSIDERATIONS	YES/NO/UNCERTAIN
Education Fit Is the candidate's formal education and training an asset to this role?	
Relocation Fit Does the candidate have minimal hurdles to relocation (home ownership, employed spouse, children in grade school, cost of living difference, etc.)?	
Compensation Fit Will we be able to offer a total compensation package that will motivate the candidate to make a change?	
Motivation Fit How interested is the candidate? Will your opportunity compete with the candidate's current role, an upcoming promotion, possible counter offers, or other ongoing interviews with competitors?	
Communication Fit Is the candidate a strong communicator who is easy to understand?	

For each candidate that moves forward, now is the time to start the reference check process (www.checkster.com) background check process (www.clearcheck.com) and assessment process (www.hogan.com). Remember, the more data and information you can collect earlier in the interview process, the better - as this will make for much better interviews and hiring decisions.

ADDITIONAL REVIEW NOTES: