



CANDIDATE'S NAME	
POSITION	
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.

SI	KILL SURVEY ANSWERS TO SCORE	SCORE
1.	Expertise including years of experience in IT related to Food, Beverage, or Nutraceutical ingredients Industry/Distribution/ Manufacturing	
2.	Staying current on industry trends, technologies, and software development; successes identifying problems and creatively presenting solutions	
3.	Collaborated with leadership setting technical vision, leading technological development, and rolling it out	
4.	Experience gaining "buy-in" and effectively influencing others across a variety of levels and functions regarding the benefits of rolling out a new software program	
5.	Created strategy based on hypothesis regarding the future market and business dynamics	
	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?	
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 (<u>www.outmatch.com</u>) background check process (<u>www.clearcheck.com</u>) 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:**