

Developing the Hiring Scorecard

- 1. Job Benchmark the position.** It is important that you first understand the requirements of the job position. To do this, we work with Key Stakeholders using the patented [Job Benchmarking survey](#), which provides a thorough understanding of the Key Accountabilities of the job. This is the most efficient method to benchmarking the job position. However, you can create a “Short Benchmark” on your own. To create a Short Benchmark do the following and use the Short Benchmark to create a job description and posting, as well as compare to Job Fit:
 - Identify the 1-5 Stakeholders who know the job well to create the Short Benchmark. You should ideally use more than one Stakeholder.
 - Identify 5 Key Accountabilities required for the position to be successful.
 - Identify the daily tasks/functions that are required to complete the Key Accountabilities (i.e. a Key Accountability may be to meet sales goals , but one task required to do so is to call ten prospects daily).
 - The Key Accountabilities should reflect what the Stakeholders want the job to achieve and fill the gaps of what is not currently being achieved. This is an efficient way to improve the job’s objectives.
 - Identify the percentage of time that should be spent on completing each Key Accountability.
 - Rank the Key Accountabilities from most important to least important.
 - Lastly, identify the non-negotiables. For example, in the Company A sample Hiring Scorecard a non-negotiable is that the candidate be computer literate. Other examples of non-negotiables include: having a drivers license, a good driving record, willingness to travel, speaks fluent English, education requirements, or is physically capable of lifting fifty pounds.
- 2. Insert the non-negotiables into the Hiring Scorecard.** The non-negotiables are inserted in the left column. We already inserted some non-negotiables that are relevant with most job positions. You can customize the requirements and scoring to meet the needs of the company. If an item will decrease or remove them from candidacy, more points should be accrued for that item.
- 3. Profiling.** Use a validated EEOC compliant [Pre-Employment Assessment](#) and compare the candidate’s profile to the Job Benchmark. (i.e. If a function of the job is to talk with customers and the Assessment indicates that the employee is not high in social ability, then he or she would receive points for Assessment Job Fit). Note: If you are retaining The Rainmaker Group’s services, we will provide you with the Job Fit “score” during the analysis process to which you can assign appropriate scoring. A Pre-Employment Assessment should be considered for a maximum of 20% of the hiring decision. We recommend using the [TriMetrix® HD Assessment](#) because it evaluates a candidate’s Behavioral style, as well as other aspects of personality that are essential to measure during the hiring process.
- 4. Calculate the High Risk Score.** Total the points in each column, then add all the points together. Put the High Risk Score at the top left.
 - **Ineligible for hire:** 100 points and higher.
 - **Scores between 0 & 100:** These scores are relative to the number of non-negotiables. Thus, you will need to use discretion in this range. ***The higher the score, the higher the risk.*** Those scoring 0 are the most eligible candidates prior to the interview.
- 5. Interview.** Use EEOC compliant traditional interview methods while taking into consideration the Assessment & Hiring Scorecard results. Make sure to discuss any conflicts that arise in the Assessment results and Hiring Scorecard during the interview.



Hiring Scorecard Template

Date:

Candidate Name:

Candidate Risk Score: _____ (Higher score, higher risk to hire)

	100 points	10 points	5 points	0 points
Criminal Background	Felony, theft, abuse/ violence or multiple violations	Felony – DUI (Use discretion)	Misdemeanor	No criminal record
Work Schedule	Hours available do not match the position’s	Some difficulties or special requests	Indicates they can work required hours, but no record	Record of successfully working required hours
References	2 negative	1 negative, 1 positive	2 positive, 1 negative	3 positive
Previous Experience				
Gaps in Work History	Unexplained gaps	Explainable gaps	No gaps	No gaps
Proximity to Job	Not in the area	Willing to commute	Within 30 miles of worksite	Lives near worksite
Assessment Job Fit*	Less than 4.5	4.5	4.5-6.0	Greater than 6.0
Total Points:				

* Score generated from the pre-employment assessment Algorithm compared to established Job Benchmark.

Company A Hiring Scorecard

Date:

Candidate Name:

Candidate Risk Score: _____ (Higher score, higher risk to hire)

	100 points	10 points	5 points	0 points
Criminal Background	Felony, theft, abuse/ violence or multiple violations	Felony – DUI (Use discretion)	Misdemeanor	No criminal record
Work Schedule Min 40 hours/week occasional weekends	Hours available do not match the position's	Some difficulties or special requests	Indicates they can work required hours, but no record of such	Record of successfully working required hours
References	2 negative	1 negative, 1 positive	2 positive, 1 negative	3 positive
Previous Experience C-store / distribution network / grocery	No job experience	Minimal job exposure	Less than 3 years work experience	3-5 years work experience
Valid Drivers License	No			Yes
Gaps in Work History	Unexplained gaps	Explainable gaps	No gaps	No gaps
Computer Literate	No			Yes
Assessment Job Fit*	Less than 4.5	4.5	4.5-6.0	Greater than 6.0
Total Points:				

SAMPLE

* Score generated from the pre-employment assessment Algorithm compared to established Job Benchmark.