

Hiring Integrity Scorecard

I advise hiring teams

Company

Job title

Date

Name (optional)

Answer for one current job. Mark one answer for each question. Use the notes box for facts, links or follow-up questions.

1. Has the client approved and funded this job?

Can the client produce current approval and funding for the job and name the person keeping the posting accurate?

☐ Yes, they can show it

☐ They can show part of it

☐ No

☐ I can't confirm it

Notes or evidence

2. Has the client designed one workable job?

Can the client show that one person can do the work within the available pay and time, using the authority and support provided?

☐ Yes, they can show it

☐ They can show part of it

☐ No

☐ I can't confirm it

Notes or evidence

3. Do the records match the public job description?

Can the client show that the location, schedule and travel requirements match everywhere the job appears? Do the reporting line, working hours and pay match too?

☐ Yes, they can show it

☐ They can show part of it

☐ No

☐ I can't confirm it

Notes or evidence

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4. Can the client review every application it accepts?

Can the client show how many applications the assigned reviewers can read and when the review will finish?

☐ Yes, they can show it

☐ They can show part of it

☐ No

☐ I can't confirm it

Notes or evidence

5. Does each interview answer a job-related question?

Can the client explain which job-related question each interview must answer and how the answer affects the decision?

☐ Yes, they can show it

☐ They can show part of it

☐ No

☐ I can't confirm it

Notes or evidence

6. Does the client use existing proof first?

Can the client show that it reviews a candidate's experience and references, along with past work, before asking for something new?

☐ Yes, they can show it

☐ They can show part of it

☐ No

☐ I can't confirm it

Notes or evidence

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7. Will the client pay for labor, brainstorming or assessments?

If the request goes beyond a short exercise used only to evaluate the candidate, will the client pay the candidate? If it later uses the work, will it pay the candidate and agree to ownership terms first?

☐ Yes, they can show it

☐ They can show part of it

☐ No

☐ I can't confirm it

Notes or evidence

8. Can the client explain how software affects the process?

Can the client name the software that affects who advances and the person who can correct a mistake?

☐ Yes, they can show it

☐ They can show part of it

☐ No

☐ I can't confirm it

Notes or evidence

9. Did the client decide how candidates would be evaluated before interviews began?

Can the client show what job-related evidence would decide the hire and when those rules were set?

☐ Yes, they can show it

☐ They can show part of it

☐ No

☐ I can't confirm it

Notes or evidence

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10. Does the accommodation process work?

Can the client show a private accommodation contact and a recent test confirming that requests reach the right person?

☐ Yes, they can show it

☐ They can show part of it

☐ No

☐ I can't confirm it

Notes or evidence

11. Does every stage have an update date and an owner?

Can the client show the promised update dates and who is responsible for contacting candidates?

☐ Yes, they can show it

☐ They can show part of it

☐ No

☐ I can't confirm it

Notes or evidence

12. Does the client document and explain changes?

Can the client show what changed and which candidates were told? Can it show which earlier decisions were reconsidered?

☐ Yes, they can show it

☐ They can show part of it

☐ No

☐ I can't confirm it

Notes or evidence