

Hiring Integrity Scorecard

I am applying or interviewing

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. Is this job open?

Has the company confirmed approval for this job and said that it is open and accepting applications now?

☐ Yes

☐ Partly

☐ No

☐ I can't tell

Notes or evidence

2. Can one person reasonably do this job?

Could one person do the work within the stated pay and time, using the authority and support the company described?

☐ Yes

☐ Partly

☐ No

☐ I can't tell

Notes or evidence

3. Do the written details match what people are telling you?

Do the location, schedule and travel requirements match across the posting and every conversation? Do the reporting line, working hours and pay match too?

☐ Yes

☐ Partly

☐ No

☐ I can't tell

Notes or evidence

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4. Is someone reviewing applications now?

Has the company said when current applications will be reviewed and when candidates will hear back?

☐ Yes

☐ Partly

☐ No

☐ I can't tell

Notes or evidence

5. Do you know what the interviews will involve?

Before you reserved the time, did the company tell you whom you would meet and what each conversation would cover? Did it also explain what to prepare and how long the process would take?

☐ Yes

☐ Partly

☐ No

☐ I can't tell

☐ I have not reached this part of the process yet

Notes or evidence

6. Did the company review proof you already have?

Before asking you to make something new, did the company review your experience and references, along with your past work?

☐ Yes

☐ Partly

☐ No

☐ I can't tell

☐ I have not reached this part of the process yet

Notes or evidence

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

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

- ☐ Yes ☐ Partly
- ☐ No ☐ I can't tell
- ☐ I have not reached this part of the process yet

Notes or evidence

8. Has the company explained how software affects your application?

Has the company said whether software can filter or rank your application? Has it explained whether software can reject you and how a person can correct a mistake?

- ☐ Yes ☐ Partly
- ☐ No ☐ I can't tell

Notes or evidence

9. Has the company named the final decision-maker?

Has the company told you who makes the final hiring decision and what job-related evidence that person will use?

- ☐ Yes ☐ Partly
- ☐ No ☐ I can't tell

Notes or evidence

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10. Can you request an accommodation privately?

Do you know how to request an accommodation without discussing it with every interviewer?

☐ Yes

☐ Partly

☐ No

☐ I can't tell

Notes or evidence

11. Did the company give you a date for the next update?

After asking you to interview or complete a task, did the company say when it would contact you again?

☐ Yes

☐ Partly

☐ No

☐ I can't tell

☐ I have not reached this part of the process yet

Notes or evidence

12. Has the company confirmed which job and interview plan apply?

Has the company confirmed the current job and interview plan in writing? If either changed, did the company explain the change and say whether it affected how you would be evaluated?

☐ Yes

☐ Partly

☐ No

☐ I can't tell

Notes or evidence