

# Hiring Integrity Scorecard

I am the hiring manager

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 approved and funded?

Has the company approved and funded the job? Has it assigned one person to keep the posting accurate?

☐ Yes, for this job

☐ Partly

☐ No

☐ I can't confirm that yet

Notes or evidence

## 2. Can one person reasonably do this job?

Could one person do the work within the available pay and time, using the authority and support provided?

☐ Yes, for this job

☐ Partly

☐ No

☐ I can't confirm that yet

Notes or evidence

## 3. Are the job terms in writing?

Have you written down the location, schedule and travel requirements before recruiting begins? Have you also settled the reporting line, working hours and pay?

☐ Yes, for this job

☐ Partly

☐ No

☐ I can't confirm that yet

Notes or evidence

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## 4. Can the team read every application it accepts?

Have you agreed with recruiting how many applications the assigned reviewers can read and when they will read them?

☐ Yes, for this job

☐ Partly

☐ No

☐ I can't confirm that yet

Notes or evidence

## 5. Does every interview answer a job-related question?

Has the team agreed on the job-related question each interview must answer before seeing candidates?

☐ Yes, for this job

☐ Partly

☐ No

☐ I can't confirm that yet

Notes or evidence

## 6. Will the team review existing proof first?

Will the team review a candidate's experience and references, along with past work, before asking for something new?

☐ Yes, for this job

☐ Partly

☐ No

☐ I can't confirm that yet

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## 7. Will you pay for any labor, brainstorming or assessments asked of the candidate?

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

☐ Yes, for this job

☐ Partly

☐ No

☐ I can't confirm that yet

Notes or evidence

## 8. Can you explain how software affects the decision?

Can you explain which software affects who advances and who can correct a mistake?

☐ Yes, for this job

☐ Partly

☐ No

☐ I can't confirm that yet

Notes or evidence

## 9. Have you decided how the hiring decision will be made?

Have you named the final decision-maker and written down the job-related evidence that person will use?

☐ Yes, for this job

☐ Partly

☐ No

☐ I can't confirm that yet

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## 10. Can candidates request an accommodation privately?

Is there a private way for candidates to request an accommodation, and have you checked that it works?

☐ Yes, for this job

☐ Partly

☐ No

☐ I can't confirm that yet

Notes or evidence

## 11. Have you set dates for candidate updates?

Have you set the date for each update and named the person responsible for sending it?

☐ Yes, for this job

☐ Partly

☐ No

☐ I can't confirm that yet

Notes or evidence

## 12. Will you pause if the job changes?

If the job changes, will you pause the process and tell candidates what changed? Will you reconsider earlier decisions?

☐ Yes, for this job

☐ Partly

☐ No

☐ I can't confirm that yet

Notes or evidence