

Hiring Integrity Scorecard

I work on a recruiting or people team

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. Do you have approval to recruit for this job?

Can you confirm that this job is approved and funded? Is it open now?

☐ Yes, for this job

☐ Partly

☐ No

☐ I can't confirm that yet

Notes or evidence

2. Has the hiring manager designed one workable job?

Has the hiring manager matched the work to the available pay and time? Does the job include enough authority and support?

☐ Yes, for this job

☐ Partly

☐ No

☐ I can't confirm that yet

Notes or evidence

3. Do all versions of the job say the same thing?

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

☐ Yes, for this job

☐ Partly

☐ No

☐ I can't confirm that yet

Notes or evidence

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4. Can reviewers read every application you accept?

Has the team limited applications to the number its assigned reviewers can read during the review period?

☐ Yes, for this job

☐ Partly

☐ No

☐ I can't confirm that yet

Notes or evidence

5. Does every interview have a clear purpose?

Does each interview cover a job-related question that candidates receive in advance?

☐ Yes, for this job

☐ Partly

☐ No

☐ I can't confirm that yet

Notes or evidence

6. Does the process review existing proof first?

Does 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 the company pay for labor, brainstorming or assessments?

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 the software is being used?

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

☐ Yes, for this job

☐ Partly

☐ No

☐ I can't confirm that yet

Notes or evidence

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

Did the team write down the job-related evidence it would use before seeing candidates?

☐ 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. Does every stage have an update date?

Does every stage have a date for the next update and one person responsible for sending it?

☐ Yes, for this job

☐ Partly

☐ No

☐ I can't confirm that yet

Notes or evidence

12. Do you stop the process when the job changes?

When the job changes, does the team pause and tell candidates what changed? Does it reconsider earlier decisions?

☐ Yes, for this job

☐ Partly

☐ No

☐ I can't confirm that yet

Notes or evidence