

Hiring Integrity Printable Forms

Start here before a small group reviews one job.

What is included

- The bundle includes four role-based worksheets. Each worksheet is written for one role: candidate; hiring manager; recruiting or people team; advisor.
- The bundle also includes a two-page comparison and action sheet for a group discussion.
- You can fill every field on screen. Every page also works with pen or pencil.

How to use the forms

- 1 Choose one current job. Print or send the worksheet that matches each participant's role.
- 2 Ask everyone to answer alone before the discussion. Use written records and direct messages, not assumptions about what the company usually does.
- 3 Compare the answers. Start with No and Cannot confirm. Then discuss answers that differ across the group.
- 4 Use the action sheet to name the missing decision or fact and the person responsible. Add a due date and the message candidates need.
- 5 Revisit the sheet when the job, interview plan or decision rules change.

Answer key

Yes or Clear means the evidence is current and specific to this job. Partly means some facts are settled but others conflict or remain open. No means the requirement is missing. Cannot confirm means the evidence is not available. The candidate form also includes Not reached yet for later stages.

Limits

The scorecard is not legal advice or a validated hiring test. It cannot prove that a company broke the law or that a hiring decision was fair. It reviews what one person can see or show about one job.

Use and sharing

You may use these forms for your own job search or inside your own organization. You may share the original download link. You may not remove the attribution, sell or repackage the forms, redistribute modified copies, or use them in paid client work without written permission from West of Obvious LLC.

Links

[Interactive scorecard](#) · [Printable bundle page](#) · [West of Obvious publication](#)

Method sources: [OPM structured interviews](#), [EEOC guidance for job applicants](#), and [NIST AI Risk Management Framework](#).