

Interview Scorecards

Streamline your interview feedback process to hire exceptional candidates.



Consistent feedback, every time.

We're excited to walk you through how to set up Scorecard templates and utilize Scorecards to streamline your interview feedback process and evaluate candidates using fair and consistent evaluation criteria.

1 Build the perfect Scorecard

Standardize your interview process by selecting the questions or competencies you want your interviewers to assess.

2 Set email reminders

Turn on email reminders for interviewers so feedback is submitted in a timely manner.

3 Collect feedback

Enable your team to immediately submit their feedback following an interview using a scorecard template.

4 Compare notes

Reduce time spent consolidating notes by viewing all interview feedback in one place.



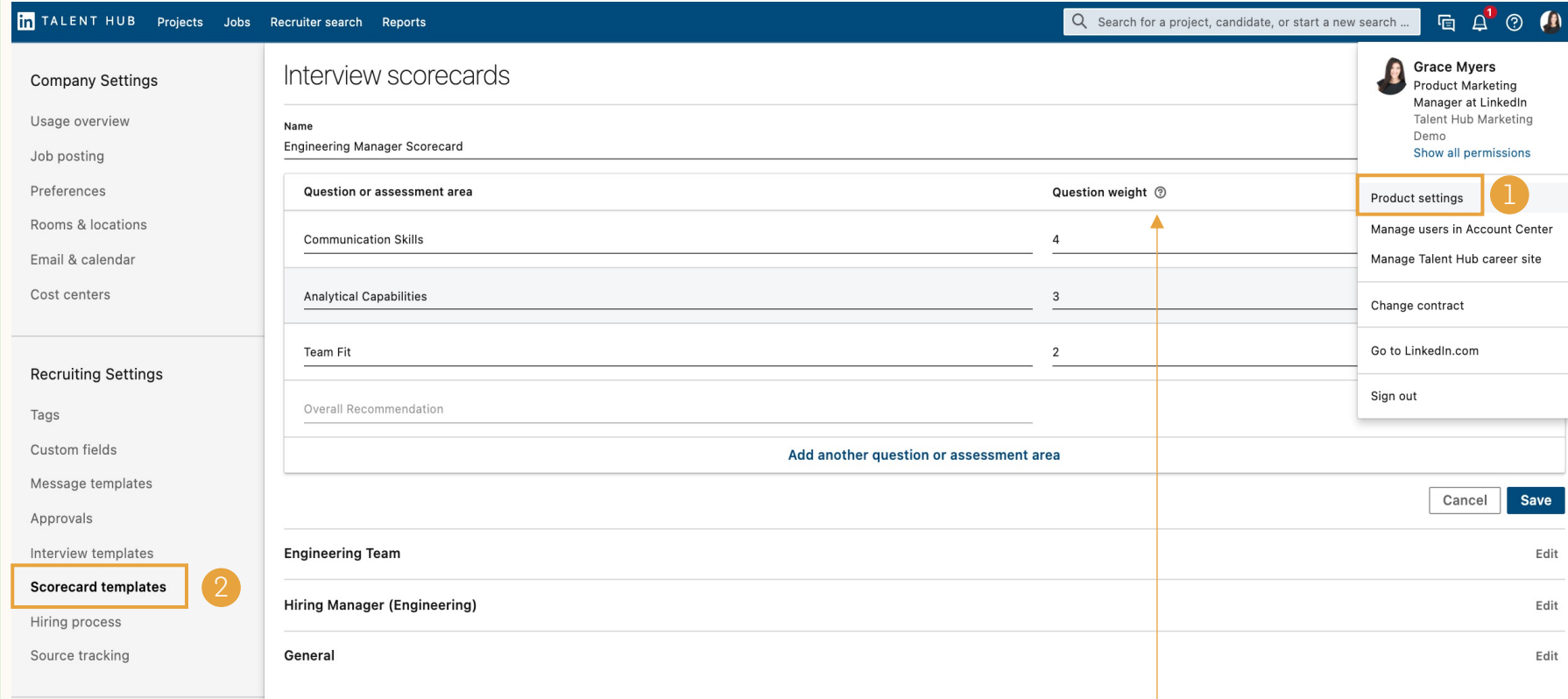
Build the perfect Scorecard

Set up your Scorecard templates

Go to “Product settings” under your profile icon, then click on “Scorecard templates”. From here, you can create new Scorecards by customizing the questions or competencies you’d like interviewers to assess.

Want to configure your templates for specific roles or functions?

You can store up to 100 scorecard templates within Talent Hub!



Company Settings

- Usage overview
- Job posting
- Preferences
- Rooms & locations
- Email & calendar
- Cost centers

Recruiting Settings

- Tags
- Custom fields
- Message templates
- Approvals
- Interview templates
- Scorecard templates** 2
- Hiring process
- Source tracking

Interview scorecards

Name
Engineering Manager Scorecard

Question or assessment area	Question weight ⓘ
Communication Skills	4
Analytical Capabilities	3
Team Fit	2
Overall Recommendation	

[Add another question or assessment area](#)

[Cancel](#) [Save](#)

Engineering Team [Edit](#)

Hiring Manager (Engineering) [Edit](#)

General [Edit](#)

Product settings 1

- Manage users in Account Center
- Manage Talent Hub career site
- Change contract
- Go to LinkedIn.com
- Sign out

Emphasize the questions that matter

Not all criteria carries the same weight when it comes to hiring the right person. Modify the weight of a question to prioritize what matters most to your team. For additional details into how question weighing works, visit our [Help Center](#).

Set email reminders

Enable recurring reminders to encourage timely feedback

Once an interview scheduled through Talent Hub is complete, all interviewees will receive an email with a link to their Scorecard for feedback. This link is also available in the interviewer's calendar invite.

If the Scorecard is not filled out within 48 hours from the time of the interview, you can enable recurring email reminders within the **Preferences** section of **Product Settings**.



The screenshot shows the LinkedIn Talent Hub interface. On the left is a sidebar with navigation links: Company Settings, Recruiting Settings, Advanced, and My Account Settings. The main area is titled 'Preferences' and contains several settings with 'Edit' links. The setting 'Enable recurring email reminders for interview feedback' is highlighted with an orange border. It includes a description: 'Enable to send automatic email reminders to interviewers to finish feedback. Reminders will send every 48 hours after the 1st reminder for up to 7 days.' Below this is a toggle switch labeled 'Turn on to enable automatic email reminders.' which is currently set to 'On'. Other settings visible include 'Require two-step verification', 'InMail usage limit', 'Enable bulk messaging restrictions', 'InMail default visibility', 'View reporting of other users', 'Enable cross-contract reporting visibility', 'Manage who can view and export sensitive candidate data', 'Tracking ID for searches and InMail', 'Hide profile photos', 'View Media Analytics reports', and 'Full project access for public projects'.

Send reminders straight to your hiring team's inbox

Once enabled, interviewees will receive an email reminder every 48 hours after the interview for up to 7 days, or until the Scorecard is filled out – whichever comes first.

The screenshot shows an email from LinkedIn Talent Solutions. The header includes the LinkedIn logo and the name 'Grace Myers'. The main heading is 'Leave your interview feedback' for the position 'Electrical Engineer - Houston'. Below this is a profile picture and the name 'Harry Gilbert' with the label 'Candidate'. A lightbulb icon is followed by the text: 'There is a chance that you may lose this candidate if the scorecards are not filled on time, or accurately.' At the bottom right is a blue button that says 'Fill scorecard'. An orange arrow points from the text 'whichever comes first' in the previous block to this button.

Collect feedback

Include Scorecards in every panel interview invite

When scheduling a panel interview in Talent Hub, be sure to select a Scorecard template for each interview.

Once the interview is scheduled, the interviewer will be able to access the Scorecard by clicking on the link provided in their email notification or directly from the calendar invitation

Access a Scorecard

Click the link in your email notification or navigate to the candidate's profile in Talent Hub to access a scorecard.

Complete each assessment area. You can also add notes or additional feedback. Click “Submit”. Keep in mind that responses cannot be edited once submitted.



Larry Gilbert

Spacecraft Engineer

Electrical Engineer - Houston

Uncontacted

Schedule interview for Larry

Date

3/24/2021

Find a time

Interview location

Time zone

America/New_York (-04:00)

Video Conference

Add a video conference

Schedule overview

+ Add to schedule

Greeting • No scorecard

15 minutes

+ Add interviewer

Interview 1 • Engineering Manager Scorecard

30 minutes

Interviewer One

9:00 AM

10:00 AM

11:00 AM

Interview for Larry Gilbert

Interviewers

Interviewer One

Add more...

Time

Start time

to

End time

Video conference

No video conference platform selected

Off

Topic

Interview 1

Scorecard

Engineering Manager Scorecard

Delete

Cancel

Save

Lunch Break • No scorecard

60 minutes


+ Add interviewer

Include a scorecard link directly within the interview invite

Interviewers will be able to access their unique scorecard link directly from their calendar invite.


99

Interview scheduled for Larry Gilbert - Interview




Friday, March 19, 2021 from 10:00 AM to 10:15 AM

15 minutes



You accepted

Edit RSVP



None

Meeting Details

Dear Grace,

Please complete an interview with Larry.

After the interview, fill out this interview evaluation form:

<https://nam06.safelinks.protection.outlook.com/?url=https%3A%2F%2Flinkd.in%2F2Fg5pc2Y4&data=04%7C01%7Cgmymers%40linkedin.com%7C63920c0463ed40d97b8108d8e4defdad%3C7C72f988bf86f141af91ab2d7cd011db478%7C1%7C0%3D&open=1>

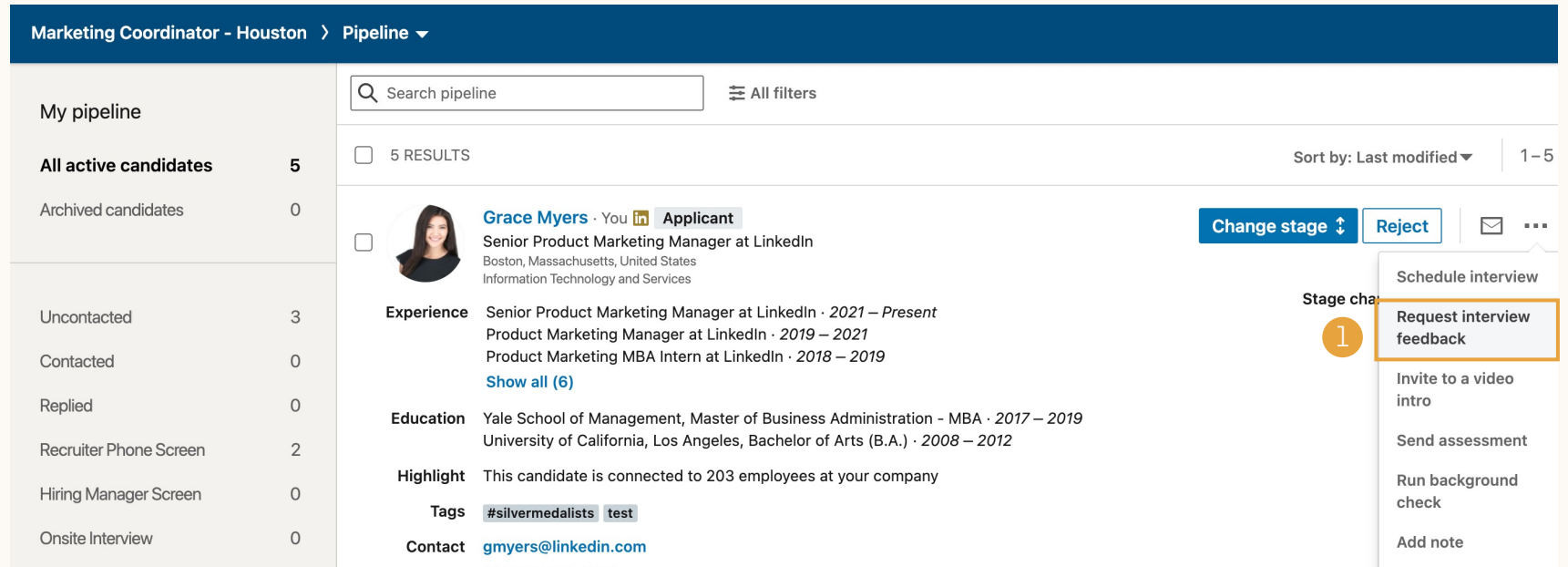
Collect feedback

Request interview feedback without scheduling interviews in Talent Hub

You can also ask interviewers to fill out scorecards for interviews scheduled outside of Talent Hub!

To request feedback, click on the overflow menu on the candidate profile (...) and select “Request interview feedback” from the dropdown.

Fill out the date of the interview, assign the interviewer(s), select a scorecard template, and include an interview topic (optional). Can't find the interviewer? Be sure they've accepted their invite to Talent Hub in Account Center!



Marketing Coordinator - Houston > Pipeline ▾


My pipeline

All active candidates	5
Archived candidates	0

Uncontacted 3
Contacted 0
Replied 0
Recruiter Phone Screen 2
Hiring Manager Screen 0
Onsite Interview 0

Search pipeline All filters

5 RESULTS Sort by: Last modified ▾ 1-5

Grace Myers · You  Applicant

Senior Product Marketing Manager at LinkedIn
Boston, Massachusetts, United States
Information Technology and Services

Experience Senior Product Marketing Manager at LinkedIn · 2021 – Present
Product Marketing Manager at LinkedIn · 2019 – 2021
Product Marketing MBA Intern at LinkedIn · 2018 – 2019
[Show all \(6\)](#)

Education Yale School of Management, Master of Business Administration - MBA · 2017 – 2019
University of California, Los Angeles, Bachelor of Arts (B.A.) · 2008 – 2012

Highlight This candidate is connected to 203 employees at your company

Tags #silvermedalists test

Contact gmyers@linkedin.com

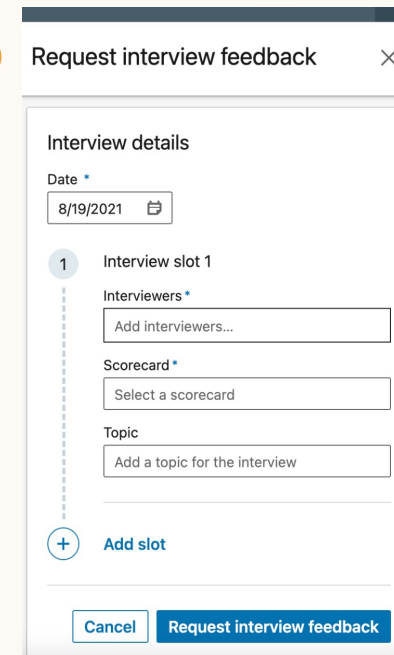
Change stage ▾ Reject

Stage change

- Schedule interview
- Request interview feedback**
- Invite to a video intro
- Send assessment
- Run background check
- Add note

Request interview feedback from multiple Interviewers

Add multiple interview slots and fill in the details to collect feedback from each set of interviewers. Every interviewer will receive an email notification requesting them to complete their assigned scorecard (this will also be accessible via their Talent Hub homepage).



Request interview feedback

Interview details

Date *
8/19/2021

1 Interview slot 1

Interviewers *
Add interviewers...

Scorecard *
Select a scorecard

Topic
Add a topic for the interview

+ Add slot

Cancel Request interview feedback

Collect feedback

Provide your feedback

You can immediately submit feedback once you've finished an interview conducted inside or outside Talent Hub

Access a Scorecard

Click the link in your email notification or navigate to the candidate's profile in Talent Hub to access a scorecard.

Complete each assessment area. You can also add notes or additional feedback.

Click "Submit". Keep in mind that responses cannot be edited once submitted.



Electrical Engineer - Houston in the Greater Houston area

ID #: 397319092

[View requisition](#)

Larry Gilbert

Boeing
San Francisco

@ larry.gill222@gmail.com
☎ (925) 888-0000 (Cell)

Resumes

DOCX LarryGilbert_SpacecraftEngineerResume.docx (Resume)
Submitted by candidate • Mar 4, 2021

Hide Preview ^



Larry Gilbert

San Francisco, California • 94109
CELL (925) 888-0000 • E-MAIL larry.gill222@gmail.com •

PROFILE

Experienced Public Relations and Social Media Management professional who dives into complex assignments, meets tight deadlines and delivers quality performance and results. Possesses a background that includes both agency and in-house experience across a wide array of industries including corporate, technology, utility and telecommunications, legal, political and government. Adapts to a variety of client needs with a unique perspective. Applies keen communication and written skills to curate content, project manage and deliver strategic campaign planning and results. Thrives in a fast-paced setting and views a challenge as an opportunity.

EXPERIENCE

Spacecraft Engineer, Boeing
SAN FRANCISCO, CA – SEP 2020 – PRESENT

- Develop press strategies that speak to client purpose and raise brand awareness, while also providing strategic guidance to inform external audiences.
- Create comprehensive and strategic communications, public relations and digital marketing campaigns that propel objectives that are tailored specifically to each client.
- Drive external communications through content and message development including press kits, leadership bios, articles and talking points to ensure campaign awareness.
- Perform market research and identify opportunities for both B2B and B2C clients to better achieve their goals and transcend target audiences.
- Generate creative solutions for communicating complex, technical ideas in a way that effectively resonates and ensures a lasting and meaningful impact with target audiences and key stakeholders.
- Establish relationships with local, regional and national media outlets and pitch press releases, editorial pieces and commentary that establish clients as thought leaders and ensure their message is heard.

Senior Account Executive/Social Media Manager, Keadjian Associates LLC
WALNUT CREEK, CA – AUG 2018 – AUG 2020

Promoted from Account Executive/Social Media Manager to Senior Account Executive/Social Media Manager after one year of employment.

Submit feedback for Larry Gilbert

Scheduled for: Mar 19, 10:00 AM - 10:15 AM

Your progress is automatically saved: just now

Communication Skills

1	2	3	4
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add any notes or additional feedback...

Analytical Capabilities

1	2	3	4
---	---	---	---

add any notes or additional feedback...

Team Fit

1	2	3	4
---	---	---	---

add any notes or additional feedback...

Overall Recommendation

Strong No	No	Yes	Strong Yes
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Larry would be a great fit!

Responses to scorecards cannot be edited once submitted.

Submit

Fill out feedback directly from a candidate's profile

Review a candidate's resume and LinkedIn profile while giving your feedback by accessing your Scorecard directly from their profile in Talent Hub.

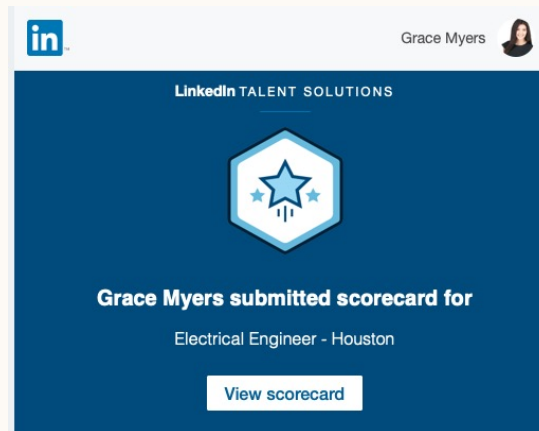
Compare notes

Review the results

You can access completed Scorecards from the candidate's profile on the "Interview and feedback" tab.

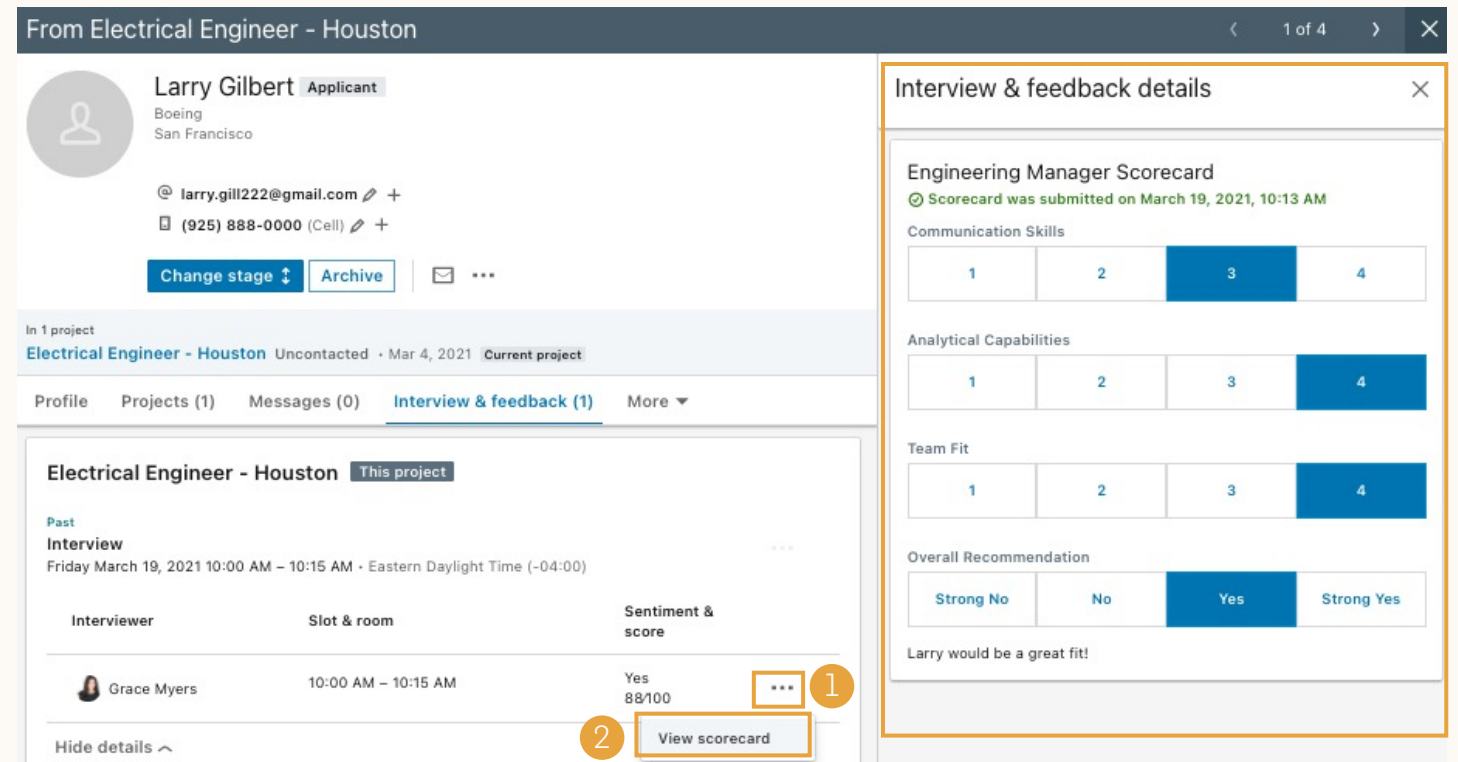
Talent Hub calculates the overall score to help you compare candidates.

Learn more about the calculations [here](#).



Stay up to date on recent feedback

Once a scorecard has been submitted, an email notification will be sent to the interview scheduler, Recruiter, Hiring Manager, and Project Owner.



From Electrical Engineer - Houston

Larry Gilbert Applicant

Boeing
San Francisco

@ larry.gill222@gmail.com +

(925) 888-0000 (Cell) +

Change stage | Archive

In 1 project

Electrical Engineer - Houston Uncontacted · Mar 4, 2021 Current project

Profile Projects (1) Messages (0) Interview & feedback (1) More

Electrical Engineer - Houston This project

Past

Interview

Friday March 19, 2021 10:00 AM – 10:15 AM · Eastern Daylight Time (-04:00)

Interviewer	Slot & room	Sentiment & score
Grace Myers	10:00 AM – 10:15 AM	Yes 88/100

Hide details

View scorecard

Interview & feedback details

Engineering Manager Scorecard

Scorecard was submitted on March 19, 2021, 10:13 AM

Communication Skills

1	2	3	4
---	---	---	---

Analytical Capabilities

1	2	3	4
---	---	---	---

Team Fit

1	2	3	4
---	---	---	---

Overall Recommendation

Strong No	No	Yes	Strong Yes
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Larry would be a great fit!

View your team's feedback

After clicking on the ellipses (three dots) and then "View scorecard", you can see the specific ratings and any comments the interviewer provided.

Compare notes

Share feedback with Project Members

You can share candidate feedback with other members of the hiring team by providing them with “Full Project” access.

The screenshot shows the LinkedIn Talent Hub interface for a project named "Electrical Engineer - Houston". The top navigation bar includes a "Project settings" dropdown menu, highlighted with a blue box and a circled "1". The left sidebar contains a list of project management options, with "Project members" highlighted by a blue box and a circled "2". The main content area is titled "Project members" and includes links for "Add someone" and "Reassign owner". It lists four team members: "Implementation Lead" (Owner), "Hiring Manager" (highlighted with a blue box and a circled "3"), "Recruiter Primary", and another "Implementation Lead". Each member's role and access level are shown, with the "Hiring Manager" having "Full Project Access". Below the members list is a section for "Shared applicants" with a "Link job post to a project" link. A light blue box at the bottom of the main content area contains a lightbulb icon and text explaining that linking a job post to another project will also include applicants from that project's talent pool.

Member	Role	Access
Implementation Lead	Implementation Lead at Galaxitech	Owner
Hiring Manager	Hiring Manager at Galaxitech	Full Project Access
Recruiter Primary	Recruiter at Galaxitech	Full Project Access
Implementation Lead	Implementation Lead at Galaxitech	Full Project Access

Collaborate with Hiring Managers

Make sure your Hiring Manager has been added as a member of a Project and has been given “Pipeline-only” or “Full Project” access. If a Hiring Manager has “View-only” access, they will not be able to view scorecard details.

Questions?

Visit the [Help Center](#) or [Talent Hub 101](#) — and your LinkedIn Support team is always available for additional support.

Thank you.

