

Name	Match Score	Status	Current Job	Current Company	Current Industry	Current Location
Anna M...	95	Present - 30 days	Developer	GeacSoft	Foodservice	Seattle, Washington
John R...	90	Not Scheduled - 30 days	Account Executive	Everglade Enterprise	Automotive	Washington, District of Columbia
John M...	85	Present - 30 days	Marketing Coordinator	SpectraFluor	Cosmetics	New York, New York

Req ID	Job Name	Date Created	Department	Active Applicants	Recruiters	Status
3294950	Regional Sales Director	03/05/2024	Business Development	200 / 5,000	PA Parker Amerson	Open
3294950	Regional Sales Director	03/05/2024	Business Development	200 / 5,000	PA Parker Amerson	Open

**Julius Moore**  
SMS Marketing Associate at Microsoft  
Bachelor of Science from University of Illinois at Chicago, IL

**About**  
Hello! My name is Julius, a passionate and dedicated professional with over five years of experience in project management and team leadership. My journey has been marked by a commitment to driving efficiency, fostering collaboration, and delivering high-quality results. With a background in business administration and a knack for problem-solving, I thrive in dynamic environments where I can utilize my skills to contribute to organizational success.

**Experiences**  
Project Planning & Analysis Intern  
Skills: Planning, Analysis, Communication, Problem Solving

# SCALIS

## GETTING STARTED

# Scorecards Guide


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× Scorecard & Interview Kit

Scorecard

 Tiffany Simms ✎ 📄 < 1/5 >

**Product Designer Interview**  
16065 • [Product Designer \(NYC\) \(Listing\)](#)

● Interview Round 2 📅 Interview Completed (10h ago) ▾

Assigned to (04-04-2024): PA Parker Amoroso  
Last updated by (04-12-2024): PA Parker Amoroso

**Skills & Attributes** ^

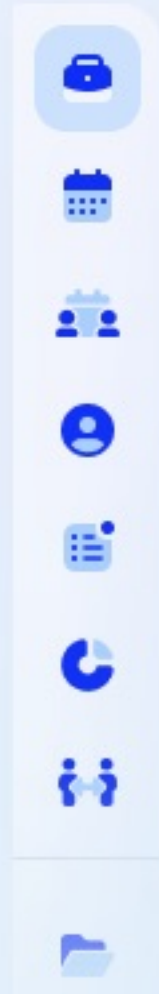
💡 Figma  
Rating: 😞 1  
Comments: No experience with Figma

💡 Adobe Photoshop  
Rating: 😞 2  
Comments: Low experience with Adobe Photoshop

💡 Web Design  
Rating: 😊 3  
Comments: Showed a little knowledge on creating websites

Close





▲  Sourcing ...

<input type="checkbox"/>	Name	Rating	Current Job Title	Current Company	Match Score	Websites	Status	Most Recent
<input type="checkbox"/>	Jacob Jones	★ ★ ★ ☆ ☆	Copywriter	FarisBering	49%		Prospect 2w ago	Cosmetics
<input type="checkbox"/>	Jerome Bell	☆ ☆ ☆ ☆ ☆	UI Developer	Verify	93%	—	Invite Expired 1d ago	Wellness
<input type="checkbox"/>	Darlene Robertson	☆ ☆ ☆ ☆ ☆	UI Designer	Metaful	71%		Invited to Apply 1w ago	Logistics
<input type="checkbox"/>	Savannah Nguyen	★ ★ ★ ★ ★	Senior Software Engineer	Leannon and Sons	79%		Invited to Apply 1w ago	Logistics
<input type="checkbox"/>	Ralph Edwards	☆ ☆ ☆ ☆ ☆	DevOps Engineer	Advanta Inc.	69%		Invite Declined 5d ago	Chemicals

# Welcome to SCALIS!

## Getting Started with Scorecards

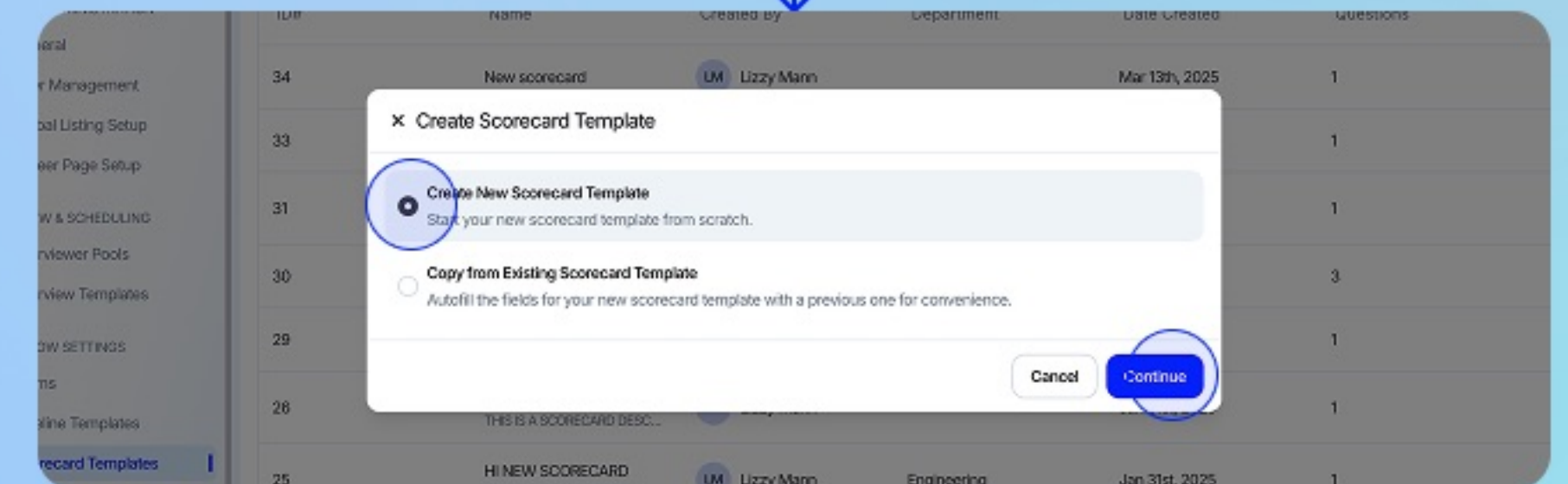
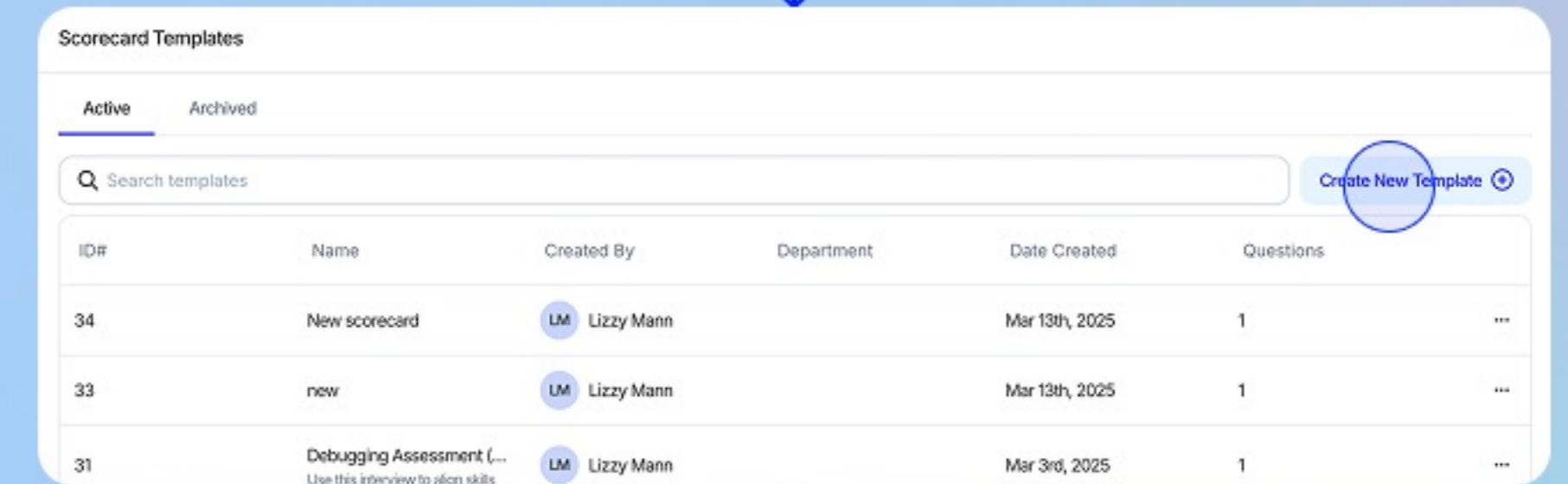
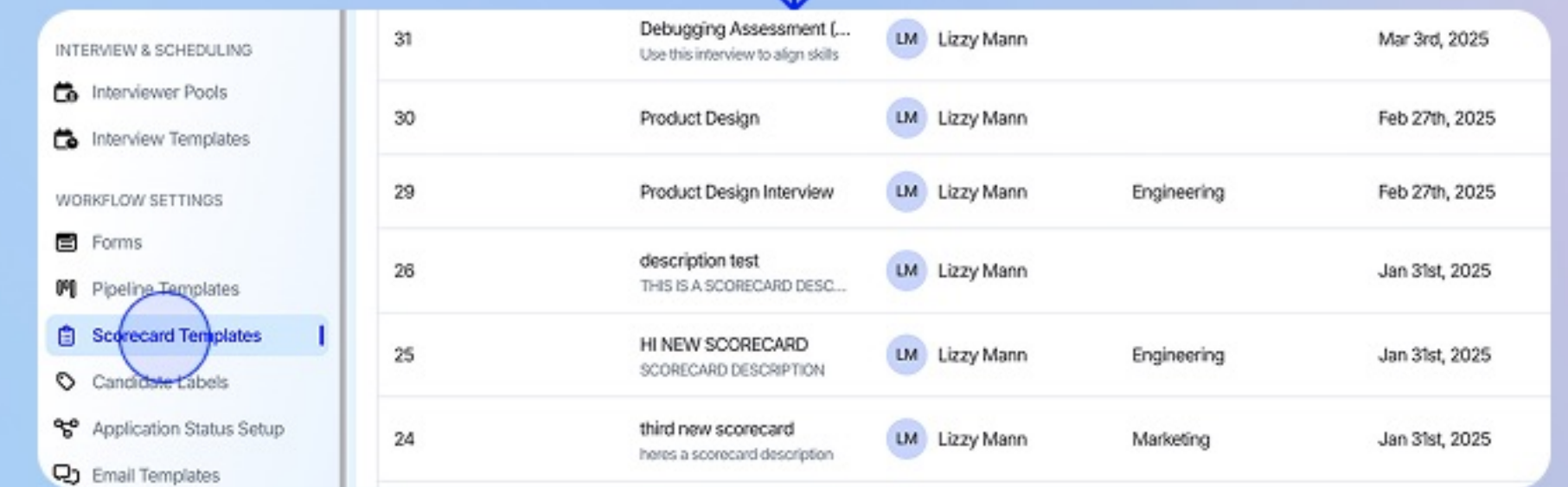
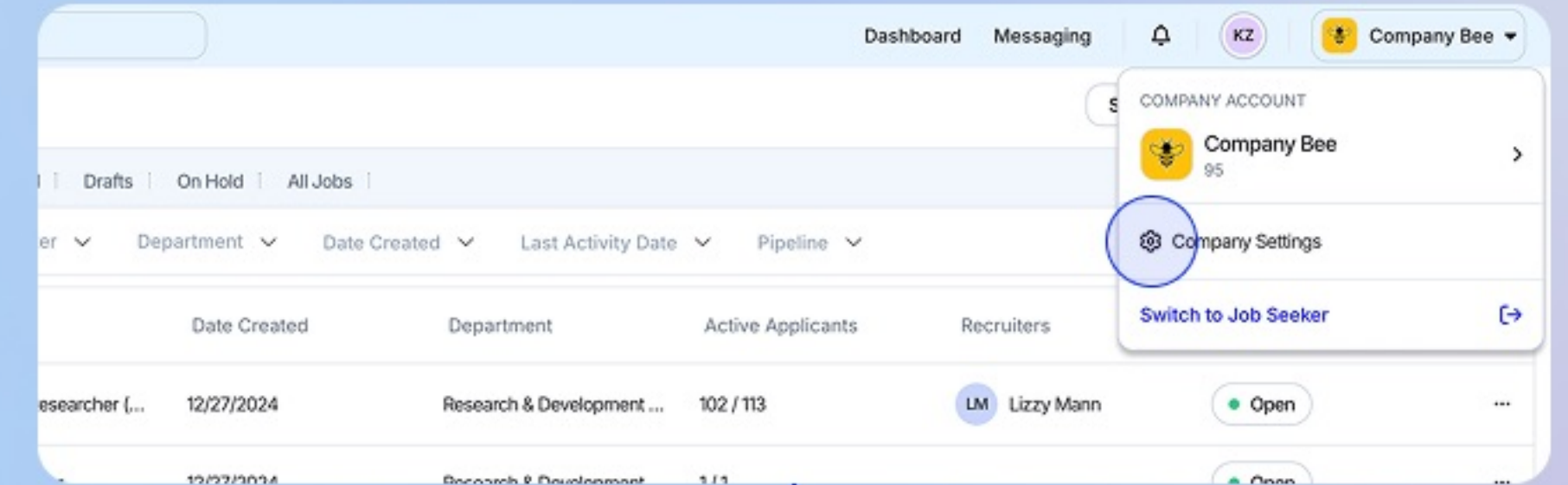
We're thrilled to have you on board! Follow this step-by-step guide to set up your Scorecards & Interview Kit and make the most of the platform.

## STEP 1

# Creating Scorecard Templates

Scorecard templates streamline the evaluation process by ensuring consistent, objective assessments across all candidates.

1. Navigate to your [Company Settings](#).
2. Click “[Scorecard Templates](#)”.
3. Click “[Create Template](#)”.
4. Select “[Create New Scorecard Template](#)” and click “[Continue](#)”.



## STEP 1.1

# Creating Scorecard Templates

Scorecard templates streamline the evaluation process by ensuring consistent, objective assessments across all candidates.

5. Name your scorecard, and click **“Add Scorecard Description”** to add additional context for the interviewers.

6. Enter the **Skills or Competencies** you want it to cover.

7. Add your interview questions — by clicking the **“Score Answer”** checkbox, the interviewer can assign a score to the candidate’s response.

8. Once you are satisfied, click **“Save”** — a preview of your scorecard will be shown to you to ensure your template is complete.

The screenshot shows a 'Create Scorecard Template' form with the following sections:

- Add Scorecard Template Description** (checked): A text area containing the description: "This scorecard is designed to ensure a fair, consistent evaluation of all graphic design candidates. Use it to assess both technical expertise and soft skills, focusing on how each candidate's".
- Skills & Qualifications (Optional)**: A text area with the prompt "Enter skills or personality traits to evaluate the candidate". Below it, a list of skills is shown: "adobe photoshop", "adobe illustrator", and "+1 Press enter or ac".
- Interview Questions (Optional)**: A text area with the prompt "Write interview questions for your interviewers to ask the candidate".
- Question Type**: A dropdown menu with options: "Free Response" (selected), "Checkboxes", "Date", "Free Response" (with a checkmark), "Multiple Choice", and "Numerical".

At the bottom right, there are "Preview" and "Save" buttons.

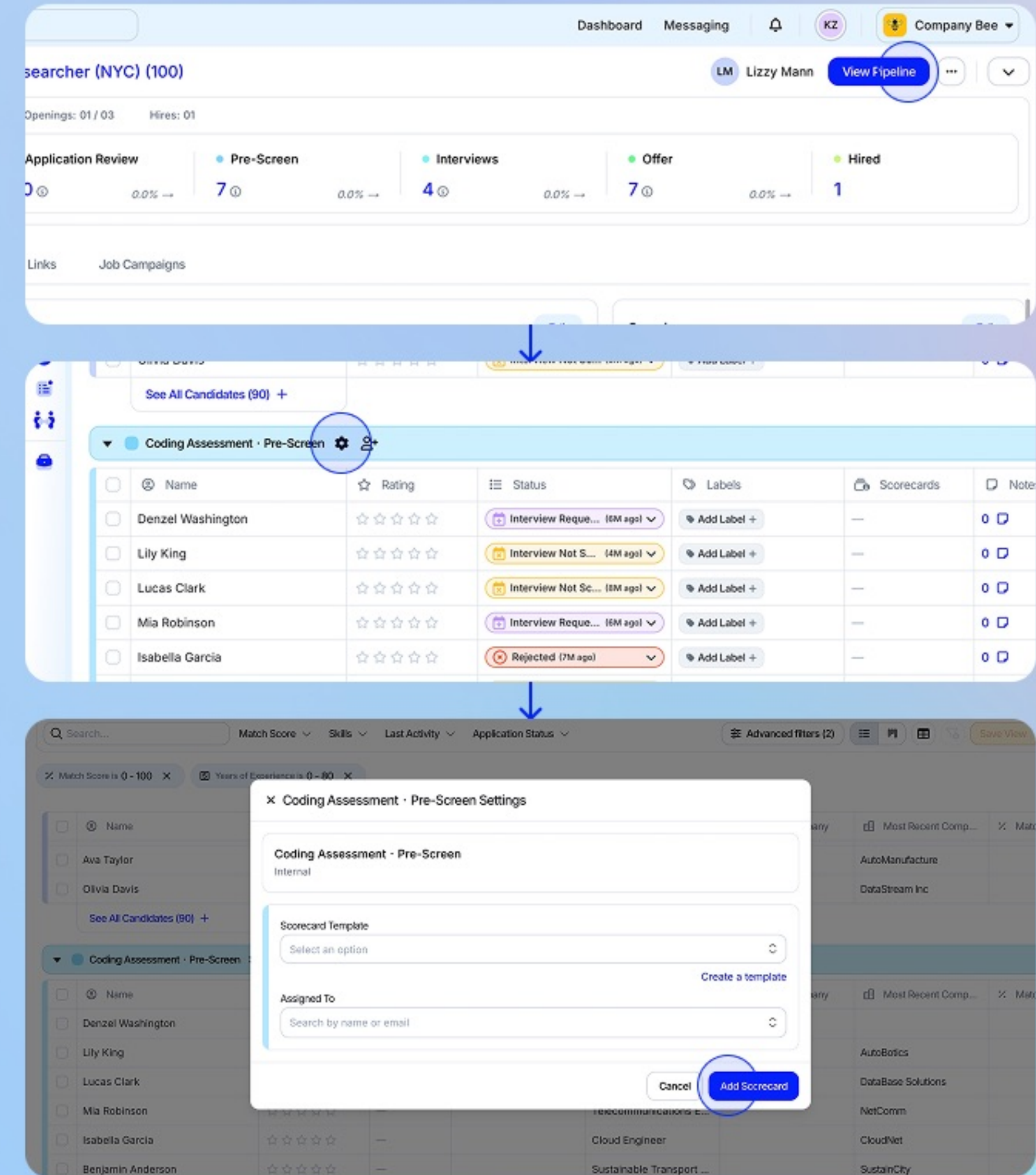


## STEP 2

# Assigning Scorecards to Jobs

Job-based scorecard assignment links evaluation criteria directly to a specific role.

1. From your job dashboard, click **“View Pipeline”**.
2. Click the gear button next to the Stage you want to assign a scorecard to.
3. Select a template or create a scorecard from scratch — choose which users you want to complete the scorecard. You can choose multiple users, and every user will be assigned their own version of the scorecard.

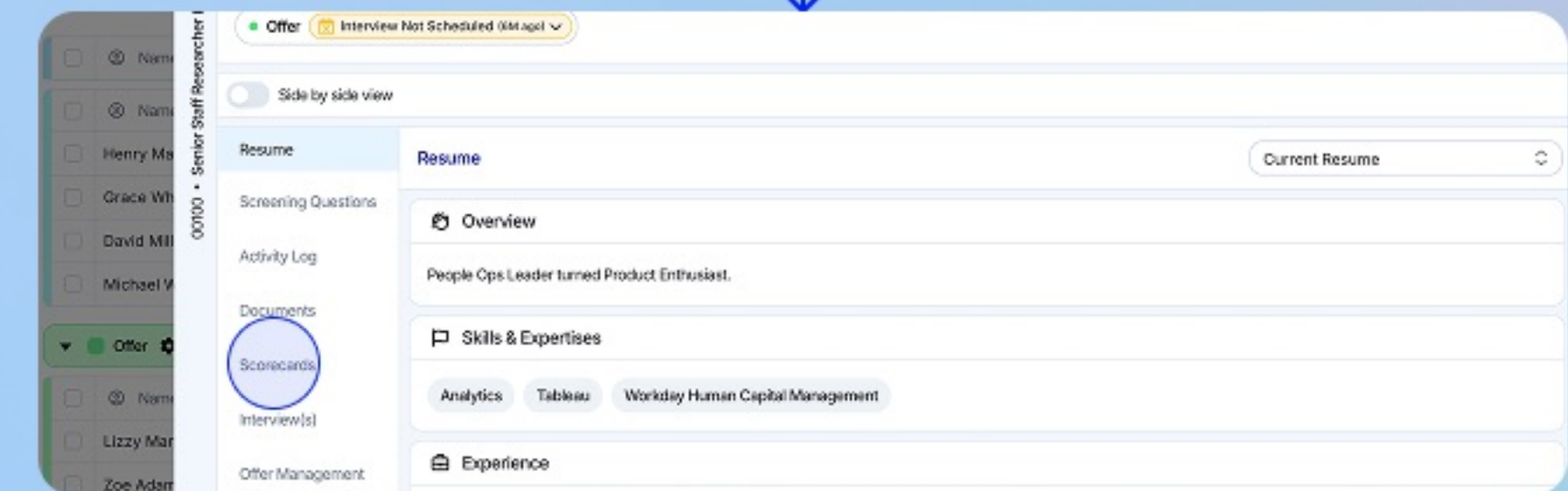
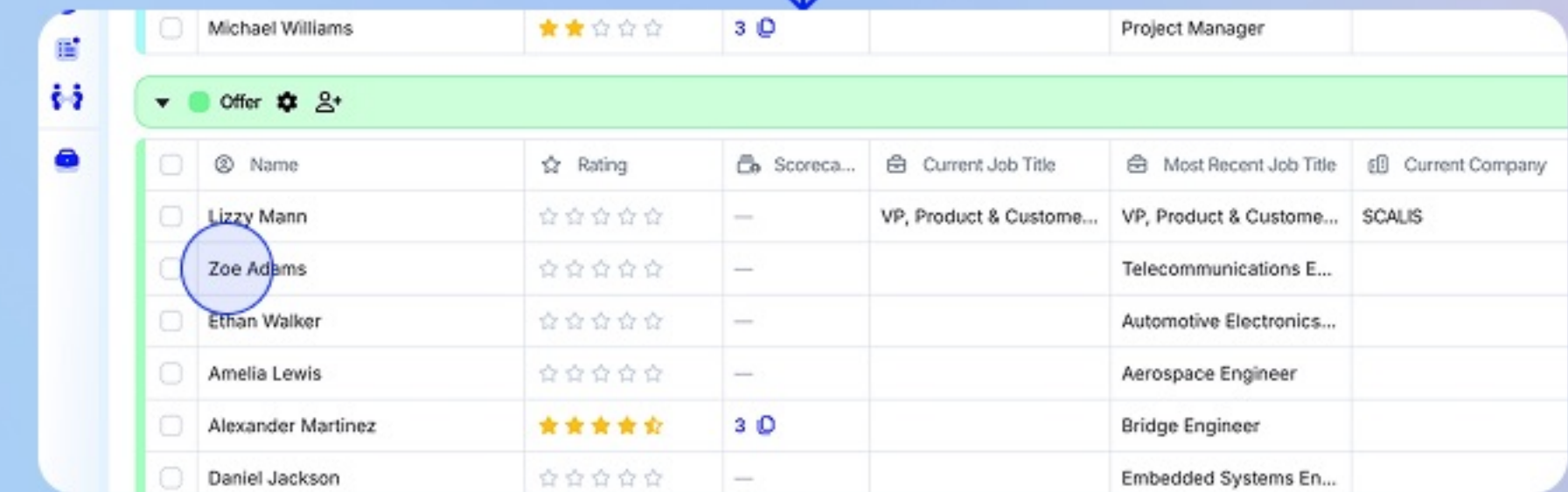
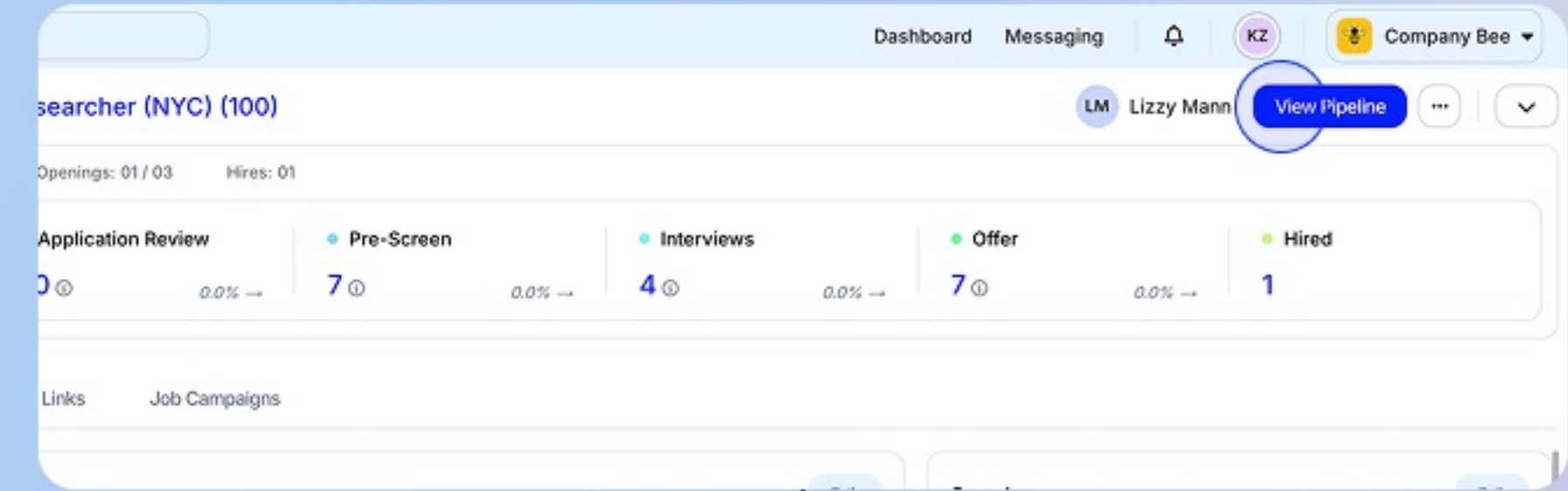


## STEP 3

# Assigning Scorecards (Ad hoc)

Ad hoc scorecard assignment approach offers greater flexibility and efficiency in evaluating candidates.

1. From your job dashboard, click **“View Pipeline”**.
2. Open the Candidate Profile and click **“Scorecards”** tab.
3. Click **“Assign Scorecard”** and assign what Stage the scorecard will be attributed to.
4. Assign a template or create a new one — choose which users you want to complete the scorecards. You can choose multiple users, and every user will be assigned their own version of the scorecard.

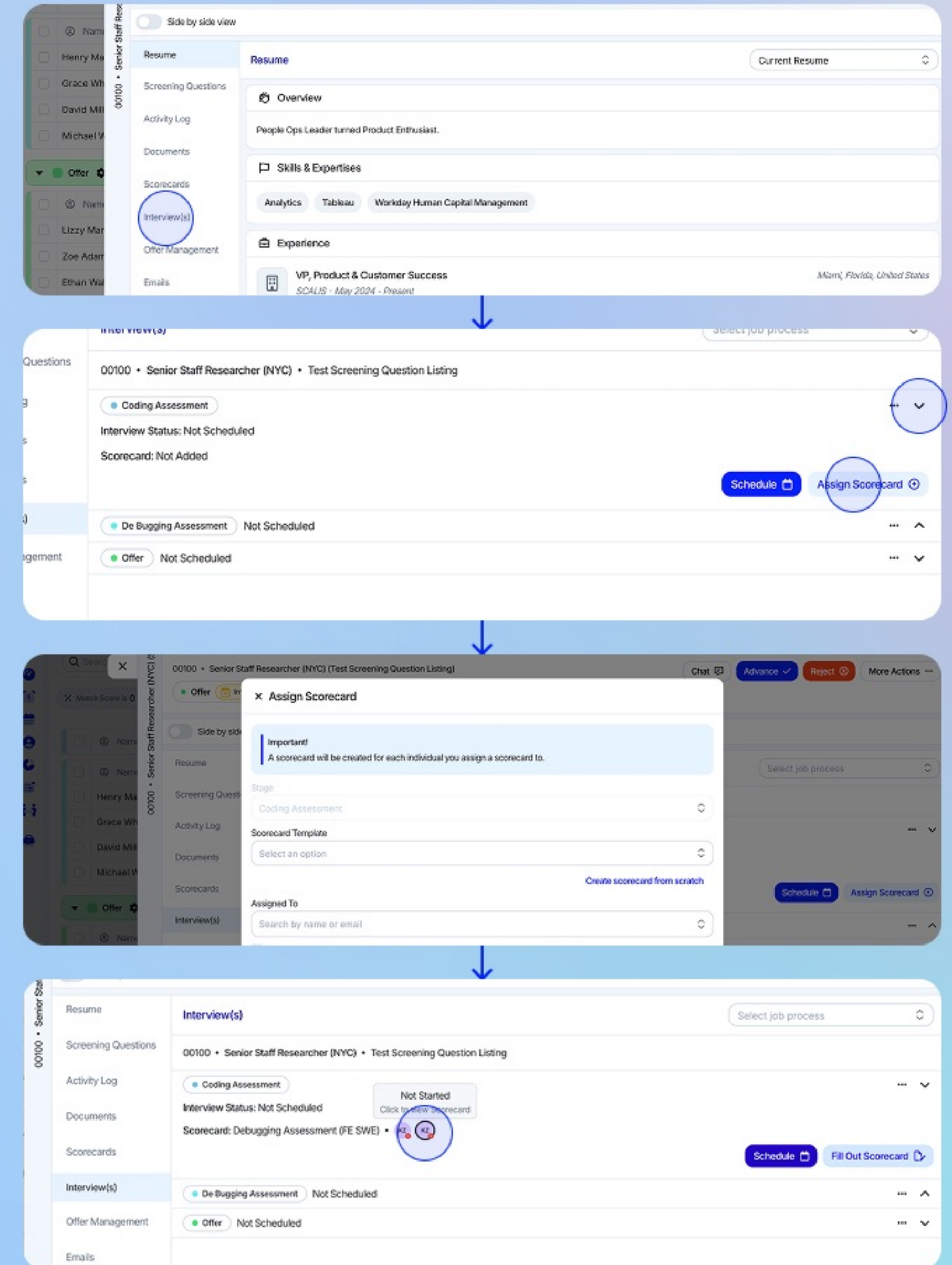


## STEP 3.1

# Assigning Scorecards from Interviews Tab

Ad hoc scorecard assignment approach offers greater flexibility and efficiency in evaluating candidates.

1. Click “**Interview(s)**” tab.
2. Click on the specific interview and a stage dropdown will appear. Click “**Assign Scorecard**”.
3. Complete the Assign Scorecard pop-up and add scorecard.
4. The Scorecard is now added to that stage, and you can view the completion status of the scorecard by hovering over the user avatar.



## STEP 4

# Using an Interview Kit Token

Insert the “Interview Kit” token in confirmation and invitation emails to give interviewers easy access to the scorecard.

1. When sending a message to participants from the Schedule Interview flow, click the **brackets icon** ( { } ) to add a token.
2. Click “**Interview Tokens**” and select the “**Interview Kit Token.**” Adding this token to the invitation email will automatically include the Scorecard link for all interview participants.
3. Fill out the message then click “**Submit**”. An email will be send to participants inviting them for the interview.

**⚠ Important:** The Interview Kit link adapts based on who clicks it: company users are taken to the scorecard, while candidates will just be taken to the job listing.



The image illustrates the process of adding an Interview Kit Token to an interview invitation. It consists of four sequential screenshots:

- Screenshot 1:** The 'Schedule Interview for Grace White' window. The 'Interview Summary' section shows details like Date (October 15th, 2025), Time (10:30am - 11:30am...), Video (Google Meet), Scorecard Template (Debugging Assessment (F...)), and Interviewer(s) (Karolina Zanardi). A blue circle highlights the brackets icon ( { } ) in the 'Send Message' section.
- Screenshot 2:** The 'Invite to Interviewers' message editor. A dropdown menu is open, showing various tokens. The 'Interview Tokens' option is highlighted with a blue circle. A sub-menu is also visible, showing the 'Interview Kit Link' option highlighted with a blue circle.
- Screenshot 3:** The message content editor. The message text includes tokens: Time: {{INTERVIEW\_START\_TIME}}, Location/Link: {{INTERVIEW\_INVITE\_LOCATION}}, Please review the candidate's profile before the interview: {{CANDIDATE\_PROFILE\_LINK}}, Use this scorecard to submit your feedback: {{INTERVIEW\_KIT\_LINK}}, and Best, {{COMPANY\_NAME}} Recruiting Team. A blue circle highlights the brackets icon ( { } ) in the message editor.
- Screenshot 4:** The 'Scorecard' view for Isabella Lee. The scorecard shows details like Name (Isabella Lee), Education (Bachelors from Arizona State University), Job Title (Senior Staff Researcher (NYC)), and Application Status (Application Review, Interview Not Scheduled (Email)). A blue circle highlights the 'Interview Kit Link' in the scorecard details.

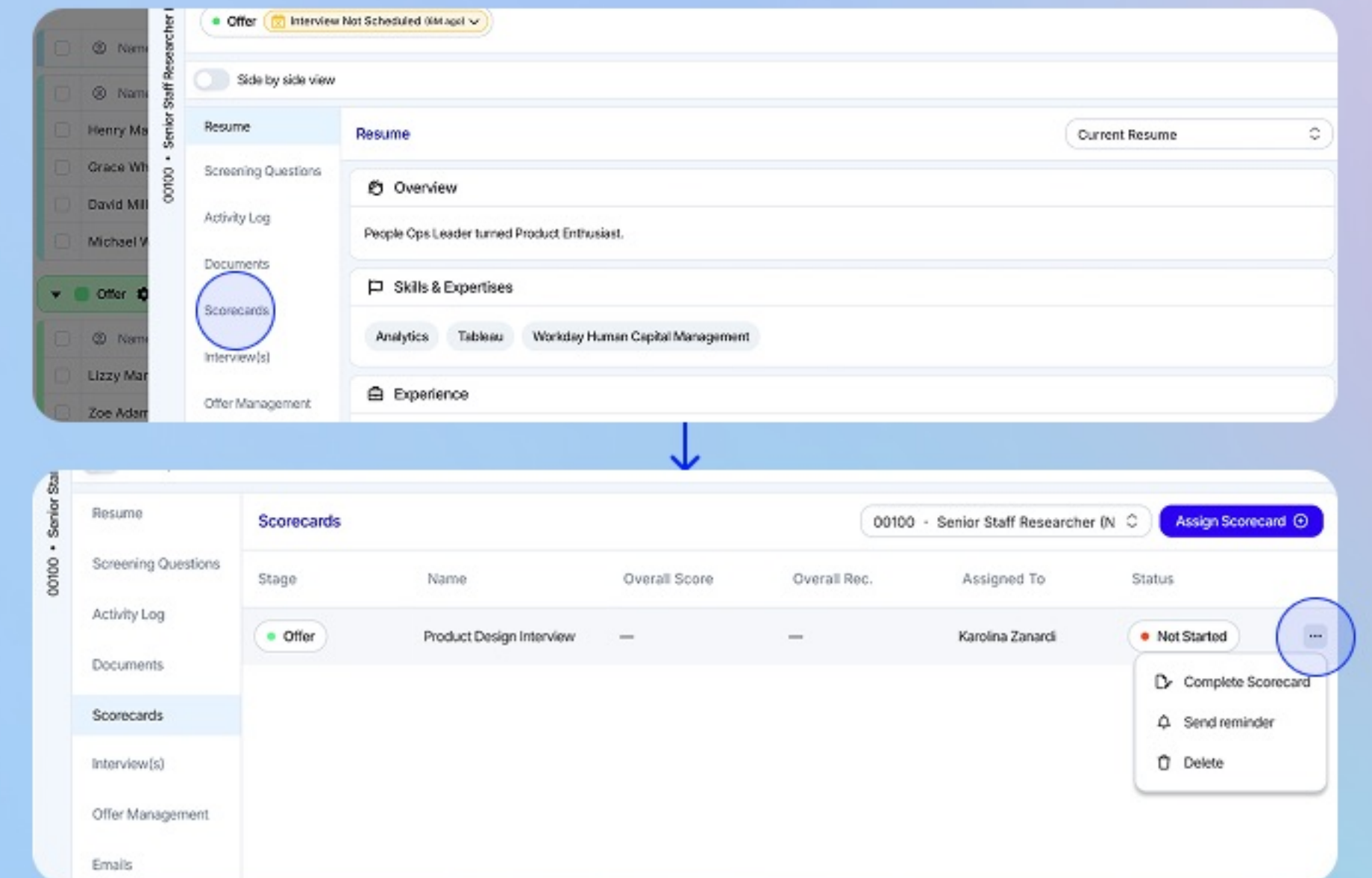
## STEP 5

# How to Complete a Scorecard

Scorecards in SCALIS help interviewers evaluate candidates using structured criteria that align with the role. Here's how to fill one out step by step.

### Where to Find It

- Navigate to the Candidate Profile from your interview schedule or dashboard.
- Click the “**Scorecard**” tab and then select “**Complete Scorecard**”.



## STEP 5.1

# What's Included in a Scorecard?

Your SCALIS scorecard is broken into the following sections:

### 1. Candidate Summary Panel

- Candidate name, role, interviewer, stage, and location
- Linked profile links (e.g. LinkedIn, portfolio)
- Interview type and instructions for the interviewer

The screenshot shows a 'Scorecard' interface for a candidate named Lizzy Mann. At the top right, it says 'All changes saved' with a green checkmark. The candidate's email is 'alt.z2-09355zk@yopmail.com'. Her profile includes a circular avatar with 'LM', her name 'Lizzy Mann' with a LinkedIn icon, a 5-star rating, and her background: 'Masters from Northwest Missouri State University' and 'VP, Product & Customer Success at SCALIS'. Below this, the role is '00100 • Senior Staff Researcher (NYC) (External a01907b5-3976-4068-...)' and the current stage is 'Offer' with a sub-status of 'Interview Not Scheduled (3m ago)'. The main section is titled 'Product Design Interview'. Underneath, there's a 'Skills & Attributes' section with a dropdown arrow. Two attributes are visible: 'Design Experience' and 'Adaptability'. Each attribute has a 5-point rating scale with smiley face icons (1 to 5). Below each rating scale is a 'Comments' section with a text input field containing the placeholder 'Enter any additional feedback here...'. At the bottom right, there are two buttons: 'Save for Later' and 'Submit Scorecard'.

## STEP 5.1

# What's Included in a Scorecard?

Your SCALIS scorecard is broken into the following sections:

## 2. Skills & Attributes Section

Each skill has: A labeled competency name, a 5-point scale and space for optional written feedback to justify your rating.

- 1 = Strong No
- 2 = No
- 3 = Neutral
- 4 = Yes
- 5 = Strong Yes

The screenshot shows a 'Scorecard' interface for a candidate named Lizzy Mann. At the top, there is a close button (X) and a status 'All changes saved' with a green checkmark. Below this is a header bar with the email address 'alt.z2-09355zk@yopmail.com'. The candidate's profile includes a circular avatar with the initials 'LM', the name 'Lizzy Mann' with a LinkedIn icon, a 5-star rating, and her education and work history: 'Masters from Northwest Missouri State University' and 'VP, Product & Customer Success at SCALIS'. Below the profile is a job title '00100 • Senior Staff Researcher (NYC) (External a01907b5-3976-4068-...)' and a status indicator 'Offer' with a calendar icon and the text 'Interview Not Scheduled (3m ago)'. The main section is titled 'Product Design Interview' and contains a 'Skills & Attributes' section. This section has a dropdown arrow and lists two skills: 'Design Experience' and 'Adaptability'. Each skill has a 5-point rating scale with smiley face icons (1 to 5) and a 'Comments' field with the placeholder text 'Enter any additional feedback here...'. At the bottom right, there are two buttons: 'Save for Later' and 'Submit Scorecard'.

## STEP 5.1

# What's Included in a Scorecard?

Your SCALIS scorecard is broken into the following sections:

### 3. Interview Questions Section

Pre-set questions with text fields for your notes. You may see:

- Open-ended questions, Multiple choice questions, Thumbs up/down ratings and additional comments boxes per question

### 4. Overall Recommendation

Select: 👍 Yes / 😐 Neutral / 👎 No and add any closing thoughts or flags in the Additional Notes box.

The screenshot displays a 'Scorecard' form with the following sections:

- Comments:** A text area with the placeholder 'Enter any additional feedback here...'
- Interview Questions:** A section containing a question: 'Question 1: What is your favorite project you've worked on?'. Below the question is an 'Answer' text field with the placeholder 'Insert answer here'. At the bottom of this section is a 5-point rating scale with smiley face icons and numbers 1 through 5.
- Overall Recommendation:** Three buttons labeled 'No', 'Neutral', and 'Yes' with corresponding thumbs-down, neutral, and thumbs-up icons.
- Additional Information:** A text area with the placeholder 'Insert additional details here'.

At the bottom right of the form are two buttons: 'Save for Later' and 'Submit Scorecard'. A status bar at the top right indicates 'All changes saved' with a green checkmark.

## STEP 5.2

# How to Fill It Out

Here's how to fill one out step by step.

### 1. Review the Skill Criteria

- Use the rating scale to assess each competency
- Add notes to explain your rating (e.g., “Strong visual storytelling but missed UX nuances”)

### 2. Answer Interview Questions

- Provide thoughtful responses in text fields
- Use bullet points if helpful
- Be objective and reference the candidate's responses directly

The screenshot shows a 'Scorecard' interface for a candidate named Grace White. At the top, there is a close button (X) and a status 'All changes saved' with a green checkmark. Below this, the candidate's contact information is displayed: an email address 'automated\_64f3e5d1-386d-4486-b292-7b3e245d7e66@example.com' and a phone number '+11234567901'. The candidate's name 'Grace White' is shown with a five-star rating and the text 'Bachelors from Ohio State University'. Below this, the job title '00100 • Senior Staff Researcher (NYC) (External a01907b5-3976-4068-...' is visible. A dropdown menu shows 'De Bugging Assessment' and 'Interview Not Scheduled (Just now)'. The 'Product Design' section is currently selected. Underneath, the 'Skills & Attributes' section is expanded, showing two categories: 'Collaboration' and 'Figma Design'. Each category has a five-point rating scale with smiley face icons (1 to 5) and a text field for 'Comments' with the placeholder 'Enter any additional feedback here...'. At the bottom right, there are two buttons: 'Save for Later' and 'Submit Scorecard'.

## STEP 5.2

# How to Fill It Out

Here's how to fill one out step by step.

### 3. Make an Overall Recommendation

- Choose your final decision
- Leave final comments that summarize your takeaways

### 4. Click “Save Draft” or “Submit Scorecard”

- Save if you want to return later
- Submit when you're done – this notifies the recruiter and completes your task

Scorecard All changes saved ✓

Comments

Enter any additional feedback here...

Interview Questions ^

Question 1  
What is your favorite project you've worked on?

Answer

Insert answer here

☹️ 1   ☹️ 2   😐 3   😊 4   😊 5

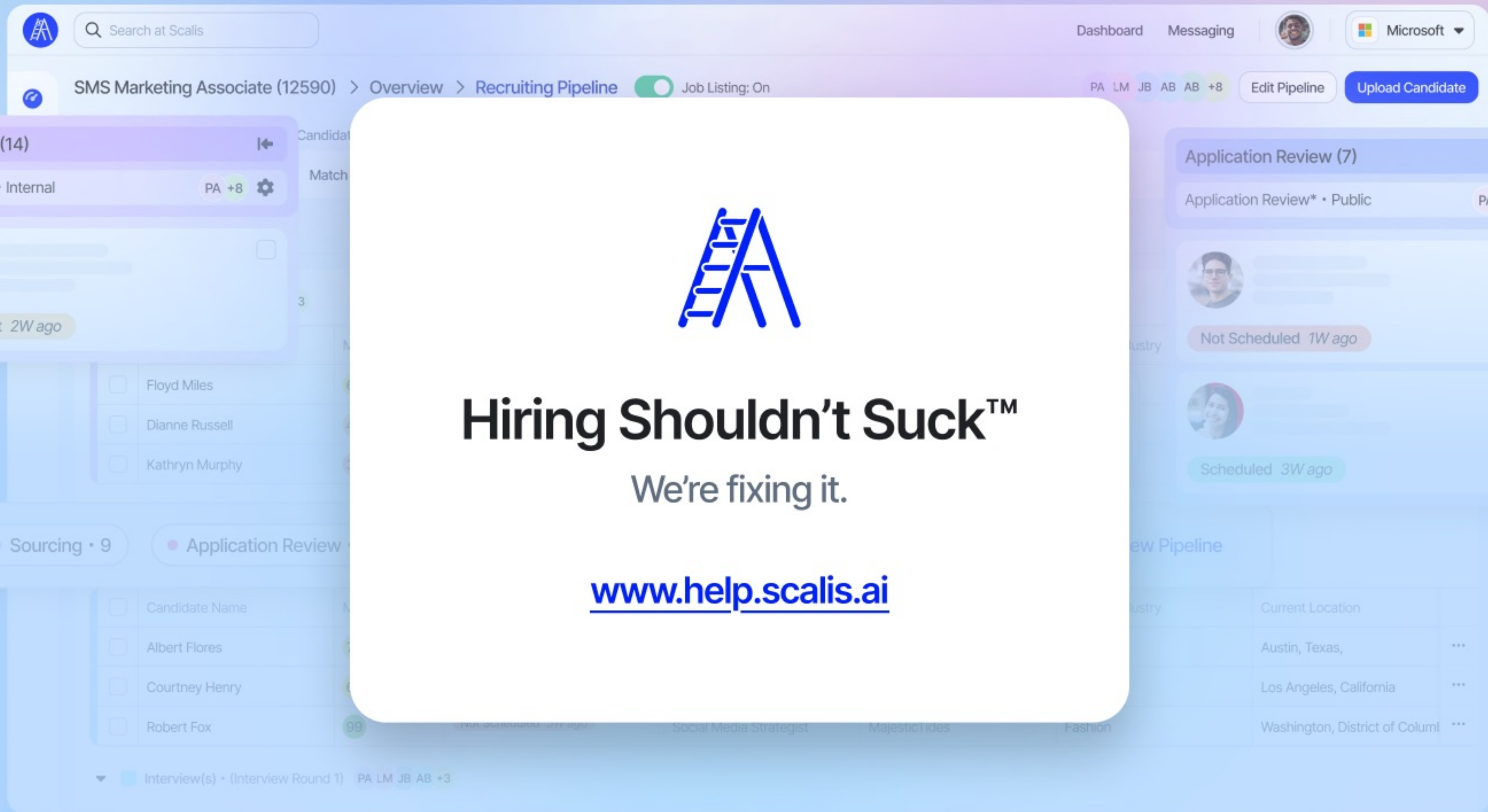
Overall Recommendation ^

No   Neutral   Yes

Additional Information

Insert additional details here

Save for Later   Submit Scorecard



# Hiring Shouldn't Suck™

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[www.help.scalis.ai](http://www.help.scalis.ai)