The Hiring Execution Scorecard

How effectively is your team actually executing on hiring right now?

This scorecard helps hiring leaders assess how effectively their team is executing today. Use it to identify where momentum is being lost and where small improvements can create immediate impact.

Scoring |

80–100: *Execution is a competitive advantage*

Below 60: *Execution gaps are likely causing candidate loss*

60-79: *Execution is inconsistent and costing time*

Section 1 | Role Launch Clarity

Execution starts before the first candidate is sourced.

Rate each statement 1–5 (1 = worst, 5 = best):

_____ **The role's success metrics are clearly defined, not implied**

_____ **Compensation and scope are realistic and approved upfront**

_____ **Stakeholders are aligned on must-have vs. nice-to-have requirements**

_____ **The urgency and timeline are clearly communicated**

If this section scores low, execution problems show up later as delays, resets, and candidate fallout.

Section 2 | Interview Process Efficiency

Good candidates don't wait around for indecision.

Rate each statement 1–5 (1 = worst, 5 = best):

_____ **Interview stages are clearly mapped before sourcing begins**

_____ **Interviewers are available and prepared**

_____ **Feedback is shared within 48 hours**

_____ **The process moves without unnecessary steps or resets**

Execution breakdown here is the #1 reason strong candidates disengage.

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Section 3 | Decision-Making Velocity

Speed signals confidence.
Rate each statement 1–5 (1 = worst, 5 = best):

_____ **Decision-makers are empowered and accessible**

_____ **Tradeoffs are made quickly when candidates are strong but imperfect**

_____ **Internal debate doesn't stall external progress**

_____ **Offers are approved without last-minute surprises**

Slow decisions are often misread by candidates as uncertainty or disinterest.

Section 4 | Candidate Communication & Experience

Execution is felt most clearly by the candidate.
Rate each statement 1–5 (1 = worst, 5 = best):

_____ **Candidates receive timely, transparent updates**

_____ **Expectations are clearly set at every stage**

_____ **Delays are communicated proactively**

_____ **The experience reflects how the company actually operates**

Candidates assume your hiring process mirrors your leadership style.

Section 5 | Close & Conversion

Execution doesn't stop at the offer.
Rate each statement 1–5 (1 = worst, 5 = best):

_____ **Offers are competitive and aligned with market reality**

_____ **Counteroffers are anticipated and addressed**

_____ **The close process is smooth and respectful**

_____ **New hires feel confident saying yes**

Execution at the close determines acceptance rates and long-term trust.