The 5-2-1 Hiring Scorecard: _____ (role you're hiring)

Five candidates. One identical paid working interview. Keep the one or two who actually clear your bar.

Instead of hiring one front desk or assistant, waiting months to find out they don't work out, and starting over — run five candidates through **the same paid working interview** and let the scores pick your hire.

List your five candidates. For each, **tick one box in each of the five scored columns**, then add the row. Boxes run darkest on the left (worst) to white on the right (best) — a candidate with lots of dark ticks is a lots-of-problems hire.

#	CANDIDATE	1. FOLLOWED YOUR PROCESS			2. ATTITUDE WITH PATIENTS			3. ACCURACY			4. ON TIME			5. COMMUNICATION WITH THE TEAM			ROW TOTAL
		Ignored parts 3	Mostly 2	Exactly 1	Cold or flat 3	Polite 2	Warm & confident 1	Several errors 3	One or two 2	Clean 1	Late 3	On time 2	Early & ready 1	Had to chase 3	Fine 2	Speaks up 1	
1		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
2		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
3		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
4		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
5		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	

LOWEST ROW TOTAL = YOUR HIRE · SECOND LOWEST = YOUR BACKUP →

HOW TO READ IT

The 5 — five candidates, the same working interview. Give them different days or different tasks and you can't compare like for like, so you never learn what "good" looks like for the role.

The columns — tick one box per column. Darkest scores 3, white scores 1. Attitude with patients is the one you can't train — if two candidates tie, it breaks the tie.

The 2 and the 1 — add each row (5 = flawless, 15 = a dud). The two lowest totals are worth hiring. The single lowest is your hire; the second is the first call you make if it doesn't work out.

WHAT THE WORKING INTERVIEWS COST YOU

5 candidates × _____ hrs × $_____/hr = $_____

Spent once now, instead of bled over months of hiring the wrong person one at a time.

YOUR KEEPERS — TWO LOWEST ROW TOTALS

1 (your hire). _____ (____)

2 (backup). _____ (____)

Everyone else: cut.

The one rule that makes this work: every candidate gets the exact same working interview, briefed the exact same way. That's the only way the scores mean anything. Pay every candidate for their time, and check your local employment rules for working interviews.

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