

# SOP: Evaluation and Scoring Criteria for Candidate Assessment

This SOP defines the **evaluation and scoring criteria for candidate assessment**, detailing the standardized methods for assessing candidate qualifications, skills, and performance. It includes guidelines for rating competencies, weighting scoring components, ensuring fairness and consistency, documenting results, and providing feedback. The purpose is to establish transparent and objective evaluation procedures to support effective selection and development decisions.

## 1. Purpose

To establish objective, transparent, and consistent procedures for evaluating and scoring candidates during the assessment process, supporting equitable selection and development decisions.

## 2. Scope

This SOP applies to all candidate assessments for hiring, promotion, or training programs within the organization.

## 3. Responsibilities

- Hiring Managers:** Ensure use of standardized evaluation criteria and documentation of results.
- Panel Members:** Apply scoring rubric consistently and maintain confidentiality.
- HR Personnel:** Provide training, guidance, and oversight to ensure compliance.

## 4. Evaluation Criteria

Competency/Skill	Description	Weight (%)
Technical Skills	Knowledge and proficiency in job-specific functions	30
Problem-Solving	Ability to analyze issues and identify effective solutions	20
Communication	Clarity, accuracy, and effectiveness in verbal and written communication	20
Teamwork	Work collaboratively with others to achieve goals	15
Cultural Fit/Values	Alignment with organizational values and culture	15

## 5. Scoring System

Each competency is rated on a scale of 1 to 5:

Score	Description
1	Poor – Does not meet expectations
2	Fair – Partially meets expectations
3	Good – Meets expectations
4	Very Good – Exceeds expectations
5	Excellent – Far exceeds expectations

Total score is calculated based on weighted sum of ratings across all competencies.

## 6. Process and Guidelines

- Review candidate documentation and conduct standardized assessments (e.g., interviews, tests).
- Use the defined scoring rubric to rate each competency.

- 3. Apply weights to each score to calculate total candidate score.
- 4. Ensure all panel members score independently before group discussion.
- 5. Document scores and provide rationale for each rating.
- 6. Resolve score disparities through consensus, overseen by HR if needed.
- 7. Maintain all evaluation documentation securely and confidentially.

## 7. Fairness and Consistency

- Panel members must be trained in unconscious bias and diversity awareness.
- Standardized questions and tasks must be used for all candidates.
- Review scoring patterns regularly to ensure consistency and fairness.

## 8. Documentation and Feedback

- Maintain detailed records of candidate scores and panel comments.
- Provide constructive feedback to candidates upon request.
- Retain documentation in accordance with organizational data retention policies.

## 9. Revision History

Date	Revision	Description	Author
2024-06-20	1.0	Initial SOP template	HR Department