

Trades interview scorecard

01 / Set up a consistent interview.

Agree job-related criteria and anchors before interviewing. Ask candidates for the same role the same core questions. Each interviewer records their view independently before discussion.

Company

Role

Candidate / internal reference

Interviewer

Interview date

Review date

Agreed job-related must-haves

02 Technical experience

CORE QUESTION

Tell me about a recent task similar to this role. What was your responsibility, what steps did you take and how did you confirm the work was complete?

- 1 Gives little relevant detail or cannot explain their own steps and completion checks.
- 3 Describes relevant work, their own responsibilities, a logical process and basic completion checks.
- 5 Explains relevant, challenging work clearly; connects choices to findings, recognizes scope limits and describes thorough verification and handoff.

Rating

Evidence / follow-up still needed



Trades interview scorecard

02 / Explore problem solving and safety.

Ratings: 1, 3 and 5 are behavior anchors; 2 and 4 fall between them. Leave blank until assessed. Use Not observed when evidence is missing. No total or passing score is defined.

02 Problem solving

CORE QUESTION

Describe a job where the first explanation for a problem turned out to be wrong. How did you work out what to do next?

- 1 Jumps to a fix without a clear account of gathering information or checking assumptions.
- 3 Explains a practical sequence of checks, uses the findings and adjusts the approach when needed.
- 5 Compares plausible causes, explains why evidence changed the plan, involves appropriate help and confirms that the underlying issue was addressed.

Rating

Evidence / follow-up still needed

02 Safe-work judgment

CORE QUESTION

Tell me about a time you paused or changed a job because it could not be done safely as planned. What did you notice and what happened next?

- 1 Does not identify a relevant risk or describes proceeding without resolving a recognized concern.
- 3 Identifies the concern, pauses or changes the work, follows the applicable company process and involves the right person.
- 5 Explains how they recognized the risk, protected others, checked authorization or training limits and confirmed the conditions for safe continuation.

Rating

Evidence / follow-up still needed



Trades interview scorecard

03 / Explore quality and communication.

Record what the candidate personally did, how they checked the result and what the next person needed to know. Use follow-up probes to clarify; keep notes job-related.

02 Work quality & ownership

CORE QUESTION

Tell me about a job you checked before handing it over. What did you look for, what did you correct and what did you document?

- 1 Cannot describe a meaningful completion check or how unresolved work was communicated.
- 3 Describes appropriate checks, corrects identified issues and records the result and any next steps.
- 5 Sets clear completion criteria, catches issues before handoff, verifies corrections and leaves documentation that helps the next person avoid repeat work.

Rating

Evidence / follow-up still needed

02 Customer & team communication

CORE QUESTION

Describe a time you had to explain a problem or a change in plan to a customer or teammate. How did you make sure they understood the next step?

- 1 Gives an unclear account or cannot explain how the other person learned what would happen next.
- 3 Explains the issue clearly, sets realistic expectations and confirms the next action and owner.
- 5 Adapts the explanation to the audience, checks understanding, handles uncertainty honestly and follows through with a clear, accurate handoff.

Rating

Evidence / follow-up still needed

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04 / Review evidence and agree a next step.

An interview answer does not independently verify a credential. Record open checks and owners. This worksheet does not rank, recommend or automatically disqualify anyone.

03 Review must-haves & agree a next step

Must-haves appear to be met?

Reviewer-proposed next step

Requirement-by-requirement evidence / open checks & owner

Job-related rationale & remaining questions

Next-step owner

Target follow-up date

Keep completed candidate notes in your approved hiring system. A missing answer is not a zero; no automatic score threshold applies.

SOURCE NOTES

U.S. Office of Personnel Management - Structured Interviews

<https://www.opm.gov/policy-data-oversight/assessment-and-selection/structured-interviews/>

U.S. Office of Personnel Management - Structured Interview Guide

<https://www.opm.gov/policy-data-oversight/assessment-and-selection/structured-interviews/guide.pdf>

Original Yellowstone Local worksheet, informed by public guidance. Adapt it to the role and your company processes; the sources do not endorse Yellowstone Local.