

Interview Scorecard

Finance hiring · built on the Gravitate Baseline



Role & candidate

Role title

Company

Candidate name

Interview stage (1st / 2nd)

Interviewer

Date

The Gravitate Baseline – five equally weighted criteria

Score each criterion 1–5: **1** no evidence · **2** limited · **3** meets the bar · **4** strong · **5** exceptional. Score straight after the interview, before discussing with other interviewers.

Criterion	What good looks like	Score (1–5)	Evidence notes
Proactivity Takes ownership of problems and improvements without waiting to be asked.	Gives specific examples of spotting an issue (e.g. a slow close, a weak control, a manual report) and fixing it unprompted.	1 2 3 4 5	
Accountability Owns their numbers, deadlines and mistakes, and fixes what's theirs to fix.	Talks about errors honestly, explains what they changed, and doesn't shift blame to systems or colleagues.	1 2 3 4 5	
Commitment to the role Wants this role for reasons it can satisfy, not just the salary.	Clear, consistent reasons for moving that this role meets; has thought about the commute, notice period and how they'd respond to a counter-offer.	1 2 3 4 5	
Communication Explains the numbers clearly to finance and non-finance colleagues.	Explains a variance or a technical point in plain English, listens, and adapts to the audience.	1 2 3 4 5	
Technical background Has the qualifications and hands-on experience the role needs from day one.	Relevant qualification (or qualified by experience) and recent, hands-on examples of the core work: month-end, reporting, systems, controls.	1 2 3 4 5	

Baseline total: ____ / 25

Role-specific technical must-haves

Agree these before the first interview, e.g. "Owns a full month-end close", "Standard costing in a manufacturing environment".

Must-have	What good looks like	Score (1–5)	Evidence notes
		1 2 3 4 5	
		1 2 3 4 5	
		1 2 3 4 5	
		1 2 3 4 5	

Technical total: ____ / 20

Overall

Overall score

____ / 45

Recommendation

☐ Hire ☐ No hire ☐ Next stage

Key risks / counter-offer risk

Interviewer name & signature

Date