

EVIDENCE-LED HIRING TOOL

Interior professional shortlist scorecard

Use one common brief and the same evidence standard for every candidate. Scores help organize the comparison; they do not replace a missing required service, unresolved contracting identity or unacceptable project risk.

1. Define the appointment Issue the same site facts, outcomes, services, constraints and response deadline.	2. Record evidence Reference the exact proposal, portfolio item, interview answer or client check behind each score.	3. Resolve hard stops A weighted total must not cancel a failed non-negotiable or unidentified responsibility.	4. Preserve the decision Keep the final proposal revision, clarifications and reasons with the appointment record.
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Project and comparison basis

Project / property		Site and city	
Owner / decision-maker		Target occupancy	
Brief revision / date		Comparison prepared by	
Rooms / areas in scope		Current condition	
Required service route		Budget status	

Candidate identity

Candidate	Practice / contracting entity	Named lead	Proposal revision / date	Relevant project evidence
A				
B				
C				

WEIGHTED EVIDENCE

Score what is documented, not what is implied

Score each candidate 0 to 3, then multiply by the weight. Use 0 for absent or conflicting evidence, 1 for incomplete evidence, 2 for adequate documented evidence and 3 for strong relevant evidence.

Criterion	Weight	A	B	C	Evidence reference / clarification needed
Comparable project and exact role	3				
Required services and deliverables	3				
Named team, capacity and accountability	2				
Fee, exclusions and payment clarity	2				
Programme, inputs and dependencies	2				
Site, procurement and change process	2				
Relevant reference evidence	1				
WEIGHTED TOTAL (maximum 45)					

Hard-stop check

Non-negotiable	Candidate A	Candidate B	Candidate C	Evidence / action
Correct contracting entity identified	PASS / HOLD	PASS / HOLD	PASS / HOLD	
Required service is expressly included	PASS / HOLD	PASS / HOLD	PASS / HOLD	
Named accountable lead is acceptable	PASS / HOLD	PASS / HOLD	PASS / HOLD	
Material exclusions are understood	PASS / HOLD	PASS / HOLD	PASS / HOLD	
Project timing is feasible on stated inputs	PASS / HOLD	PASS / HOLD	PASS / HOLD	

INTERVIEW AND REFERENCES

Turn claims into comparable evidence

Ask the same core question of every active candidate. Record the answer and where it will appear in the final proposal or appointment.

Question / evidence request	Candidate A	Candidate B	Candidate C	Final document reference
Which named people will perform and review the work?				
What was your exact role on the comparable project?				
Which drawings, schedules and specifications are included?				
How are site discrepancies and owner changes recorded?				
Which procurement, supervision or execution duties are excluded?				
What information and decisions control the programme?				
What fee, expense or supplier-income items require clarification?				

Reference record

Reference check	Candidate / project	Evidence recorded	Follow-up
Comparable appointment and scope			
Named-team involvement			
Cost and change communication			
Site response and handover			
What the client would define differently			

DECISION RECORD

Preserve the reason, conditions and final revision

A decision record should explain the evidence and unresolved risks behind the selection. It is not a public rating, endorsement or guarantee of performance.

Decision field	Candidate A	Candidate B	Candidate C	Final record
Weighted total				
Hard-stop status				
Most relevant strength				
Material limitation or exclusion				
Clarification still outstanding				
Selected / not selected and reason				

Appointment handoff

Before appointment	Confirmed / reference	Owner action
Final brief and proposal revisions agree		
Services, deliverables and revision limits are scheduled		
Fees, taxes, expenses and payment triggers are stated		
Owner, designer, consultant and contractor duties are allocated		
Programme assumptions and required decisions are recorded		
Procurement, site review and change procedures are defined		
Suspension, termination and handover terms are reviewed		