

Candidate Selection Decision Matrix

Some small businesses select new employees based on 'gut instinct'. A more objective way to compare candidates for a role is to use a candidate selection decision matrix. This will give you a standardised way to compare candidates, and also provide a written record of the decision-making process.

Follow the steps below to create a decision matrix which will help you identify the skills and characteristics needed for the position, and assess whether the candidate possesses the attributes required.

- Establish a list of the selection factors that you will use to make your decision.
- Brainstorm as a group the factors that would influence the selection of the candidate.
- You can identify as many selection factors as you like but we suggest no more than 10.
- Having chosen the selection factors, you now need to weight them out of 100. This weighting will reflect your opinion of an "ideal candidate" for the position
- With the weighting in place you can now go ahead and score each of the selection factors against each candidate. Remember that your score for each candidate cannot exceed the weighting you have allocated to the selection factor.
- Total the scores.
- Discuss and agree based on the score what is the best decision to be made.
- Your worksheet may look like this example overleaf.

<Position>, <Organisation>

Selection factors/ Weighting Options	Ideal Candidate	<Candidate Name>	<Candidate Name>	<Candidate Name>	<Candidate Name>
1. Technical knowledge (degree or other quals.)	25	19	22		
2. Experience	15	14	10		
3. Personality/Cultural fit (how well candidate would fit in to company)	10	9	7		
4. Leadership potential	10	9	8		
5. Teamwork skills	10	8	7		
6. Resourcefulness	10	8	7		
7. Communication skills	10	8	8		
8. IT skills	10	7	7		
9.					
10.					
TOTAL	100	82	76		