

Define the role. Record the evidence.

Complete the requirements before interviewing. Use the same core questions and standards for comparable candidates.

Candidate / reference

Role / assignment

Reviewer

Interview date

Required outputs, systems and expected independence

RATING GUIDE

1 Below requirement 2 Partially meets 3 Meets 4 Strong evidence beyond requirement

NO = Not observed. NA = Not applicable. Missing evidence is not a score of 1.

01 Reliable data

Reconciles sources, definitions and cutoffs; documents unresolved differences.

02 Forecast drivers

Connects assumptions to results, tests sensitivities and explains uncertainty.

03 Model quality

Uses traceable inputs, checks and a handover another person can follow.

04 Decision communication

Explains what changed, why it matters and what needs a decision.

05 Delivery ownership

Manages dependencies, review deadlines, escalation and handover.

06 AI verification (if relevant)

Checks calculations and sources; protects data; rejects unsupported output.

HOW TO USE THIS RECORD

Score independently before the debrief. Adapt the tool to the role. It is not a validated test, a universal pass mark or a description of Nexteam's internal assessment rubric.

Evidence and follow-up

Record observed work and specific examples. Keep unanswered questions visible for the hiring team.

01 Reliable data

02 Forecast drivers

03 Model quality

04 Decision communication

05 Delivery ownership

06 AI verification (if relevant)

Open questions / next assessment / owner

Reviewer recommendation and rationale

No automatic pass or fail: an unresolved data-integrity issue needs follow-up even when other ratings are strong.