

Role-Based Skill Scoring Rubric

A template for scoring candidates against one standard, role-specific benchmark. Adapt the weights and thresholds to each role before use.

How to use this template. Define the role as observable tasks, score every candidate on the same four dimensions using the same descriptors, record the evidence, and compare each score with the role benchmark. The size of the gap becomes the starting point for an Individual Skill Enhancement Plan (ISEP).

1. Four scoring dimensions, four levels

DIMENSION	LEVEL 1 — NOT YET	LEVEL 2 — DEVELOPING	LEVEL 3 — ROLE-READY	LEVEL 4 — ADVANCED
Technical knowledge Understands the concepts, tools and standards the role relies on.	Cannot explain core concepts	Explains basics with gaps	Applies concepts correctly in context	Explains trade-offs and teaches others
Hands-on problem solving Completes realistic role tasks to a working standard.	Cannot complete the task	Completes with heavy guidance	Completes independently to standard	Completes efficiently and handles edge cases
Aptitude Reasons logically and learns new material quickly.	Struggles with unfamiliar problems	Solves familiar patterns only	Solves new problems with reasoning shown	Generalises and selects the best approach
Communication Explains work clearly to the people who depend on it.	Unclear or incomplete	Understandable with prompting	Clear, structured and accurate	Adapts message to audience and anticipates questions

Descriptors are generic starting points. Replace them with observable behaviours for the specific role being assessed.

2. Role benchmark and weights

DIMENSION	WEIGHT (%) — MUST TOTAL 100	MINIMUM LEVEL FOR THIS ROLE
Technical knowledge		
Hands-on problem solving		
Aptitude		
Communication		

3. Candidate scoring sheet

CANDIDATE	SELF-RATING (1–4)	ASSESSED SCORE (1–4)	GAP VS. BENCHMARK	SELF VS. ASSESSED GAP	EVIDENCE REFERENCE	DECISION

4. Calibration and fairness checklist

- Every candidate takes the same role-calibrated assessment and is scored against the same criteria.
- Two scorers rate a sample independently; discuss any dimension where they differ by more than one level, then update the descriptors.
- Record the evidence behind every score so the decision can be explained and audited.
- Review benchmarks each hiring cycle against how hires actually perform in role.
- Convert each gap into a specific, time-bound upskilling action — the core of an ISEP.

Template by ReadyForRole (readyforrole.com). It illustrates a scoring method and does not describe ReadyForRole’s proprietary assessment content or imply a guaranteed outcome.