



GRIDLINE ENGINEERING WORKFORCE

Candidate Evaluation Templates

Making an engineering hiring decision auditable

These templates record what was verified, by whom, against what evidence, and which risks were accepted knowingly. Six months later that record is the difference between a defensible decision and a story.

Complete them during screening rather than retrospectively before the offer.

Screening summary

One page per candidate, completed by the person who conducted the screen.

- Candidate reference, discipline and target role
- Screened by, date and duration
- Systems and platforms verified, with specifics
- Project phase experience verified
- Documents authored or signed by the candidate
- Availability, notice period and stated rate or salary expectation
- Recommendation with the single strongest and single weakest piece of evidence

Technical evidence log

Claims without evidence do not enter a submission.

- Claim made by the candidate
- Evidence type: document authored, system named, decision described, reference confirmed
- Verified by and date
- Confidence: verified, partially verified, unverified
- Any claim marked unverified must be flagged to the hiring manager explicitly

Project experience matrix

Map candidate exposure against your actual systems rather than against a job description.

- Row per system, equipment class or platform in your scope

- Column for depth: none, observed, executed, owned
- Column for recency in years
- Column for scale, voltage class or line rate
- Summary of the two largest gaps and their onboarding implication

Reference-check guide

Discipline-specific probes produce information; general character questions do not.

- Confirm phase, duration and reporting line
- Ask which documents the candidate personally owned
- Ask about a failure or retest and how it was handled
- Ask about safety behaviour under schedule pressure
- Ask whether the referee would place them on the same scope again, and why
- Record the referee's role and relationship precisely

Compliance and availability record

Determines whether the candidate can actually start on the planned date.

- Worker classification decision and basis
- Background, drug and medical screening status with dates
- Site induction, badging and escort requirements status
- Safety training held and expiry dates
- Travel, visa and rotation eligibility
- Confirmed earliest start date in writing

Risk note and final comparison

Accepted gaps should be explicit so onboarding can address them.

- Gap accepted, and why it is acceptable for this scope
- Mitigation, owner and date
- Residual risk to schedule if the mitigation fails
- Final-stage comparison across candidates on the three factors that matter most for this scope
- Decision, decision maker and date

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