

Candidate roundup guide

How to host a successful
candidate roundup

greenhouse



Candidate roundup guide

The Candidate Roundup is a conversation held after a candidate's onsite with the hiring team and the candidate's interviewers (note that Culture Add interviewers will likely not participate in Roundups). This is a dedicated time to collect feedback from their interviews, empower the Hiring Manager to make a decision regarding their candidacy, and discuss any attributes where the feedback may be missing or unclear.

Pre-roundup

Prepare for your Candidate Roundup by reviewing the scorecards and attributes for each candidate. Note what attributes may be missing feedback or have "No Decision" evaluations.

During the roundup

Gather feedback from the candidates' interviewers with the hiring manager present. Discuss attributes which may be missing feedback or have "No Decision" evaluations.

Post-roundup

Using the scorecard, summarize what was discussed in the candidate roundup, providing feedback on the aforementioned attributes. Set next steps for the candidate journey.



Pre-roundup

This conversation is designed to provide the Hiring Manager with the necessary tools to make an informed decision about a candidate's final steps. By utilizing this scorecard, Recruiters will be able to better empower their hiring teams and make for a smoother approvals process by identifying potential areas of ambiguity prior to submitting an offer.

Prior to the roundup, review the [Candidate roundup deck](#) and feel free to make a copy and utilize this during your roundup as a helpful conversation guide.

The Recruiting team should also review a candidate's overall scorecard to pinpoint attributes that should be discussed during the roundup. Make sure to note those attributes with missing feedback, "No Decision" evaluations, and mixed feedback so that they may be highlighted.

Interview Scorecard



Jacqueline Murphy

Soft skills

— ● ● ● ● 

— ●  ● ● ●

— ● ● ● ● 

— ● ● ● 

Key takeaways
Conclusions, pros, cons, etc.

My main takeaway was that the candidate was sharp, visionary and gracious. They would be a fantastic addition to the larger creative team, perhaps even leadership.

During the roundup

During the roundup, ask each interviewer to discuss their interviews and direct their feedback to the Hiring Manager. This should be conducted with two members of the Recruiting team present so that one person may share their screen to look at feedback and the other may take notes in the Candidate Roundup scorecard.

The Recruiting team should provide a space for all interviewers to share the below while they take notes in the “Key Take-Aways” section of the scorecard:

- Strengths from the Focus Attributes
- Flags from the Focus Attributes
- Flags from anywhere else in the scorecard

In addition to discussing the focus attributes, the Recruiting team should ask the team to address the below while they take notes in the “Attributes” section of the scorecard:

- Attributes with missing feedback
- Attributes with “No Decision” evaluations
- Attributes with mixed feedback

After each team member has had the opportunity to share and the Hiring Manager has the necessary information to make a decision, dismiss the interviewers and discuss next steps privately with the Hiring Manager.



Post-roundup

The Recruiting team should fill out the scorecard, noting a summary of the roundup in the “Key Take-Aways” section. Provide feedback on missing, “No Decision” evaluations and mixed attributes alongside the attribute at the bottom of the scorecard. If a particular interviewer was able to address one of these attributes, tag them in the “Key Take-Aways” portion to note that they were able to assess this during their interviews.

At this point the Hiring Manager and Recruiting teams should be aligned on next steps in the candidate journey and whether an offer will be submitted for approval.

If you are moving forward with an offer to a candidate

All attributes on the scorecard should have clear feedback that has been addressed with the team before submitting the offer for approval. The Recruiter should use previously established compensation bands, market data, candidate compensation expectations, and feedback from the interviews to help the Hiring Manager come to an informed decision regarding leveling and compensation.

If you are not moving forward with an offer to a candidate

The Recruiter should ensure that they are able to provide clear feedback to the candidate on why they won't be moving forward. If necessary, the Recruiter may also use this as an opportunity to realign with the Hiring Manager on the interview process and candidate qualifications.

If additional information is needed to make your final decision

The Recruiter may facilitate additional conversations with the interviewers or the Hiring Manager or may follow up with them directly. In the event that a Hiring Manager collects additional information about a candidate, they should be encouraged to fill out this information in an additional “Candidate Roundup” scorecard. This will ensure that all updates are reflected in Greenhouse.

