

JOB DESCRIPTION **SCORING** **MATRIX**

**YOUR SECRET WEAPON FOR
SMARTER HIRING**



BY TACITBASE
FOR HR PROFESSIONALS

Job Description Score Matrix

The **JD Scoring Matrix** helps you evaluate and [improve job descriptions](#) by scoring key criteria such as clarity, role definition, qualifications, and inclusivity. Simply check the relevant boxes, and the sheet will automatically calculate a score out of 100.

👉 **Want an advanced Google Sheet with automatic scoring and suggestions?** [Try this template](#)

Checklist (Mark ✓ for each applicable point)

Job Title (Max: 15 points)	
Clearly defines the role (e.g., “Front-End Developer” instead of “Web Wizard”)	<input type="checkbox"/> 5 pts
Avoids jargon or unnecessary buzzwords	<input type="checkbox"/> 5 pts
Matches industry-standard terminology	<input type="checkbox"/> 5 pts

Company Overview (Max: 15 points)	
Provides a brief but engaging introduction to the company	<input type="checkbox"/> 5 pts
Highlights company mission, culture, and values	<input type="checkbox"/> 5 pts
Mentions why this role is important to the company	<input type="checkbox"/> 5 pts

Role Overview (Max: 15 points)	
Clearly explains the purpose of the role	<input type="checkbox"/> 4 pts
Specifies key contributions the candidate will make	<input type="checkbox"/> 4 pts
Avoids vague statements like “various tasks as assigned”	<input type="checkbox"/> 3 pts
Uses engaging and motivating language	<input type="checkbox"/> 4 pts

Responsibilities (Max: 15 points)	
Clearly lists key job responsibilities (bullet points preferred)	<input type="checkbox"/> 5 pts
Uses action-oriented and concise descriptions	<input type="checkbox"/> 5 pts
Avoids unrealistic expectations (e.g., “grow revenue by 300% in 6 months”)	<input type="checkbox"/> 5 pts

Qualifications & Skills (Max: 15 points)	
Differentiates between “required” and “preferred” skills	<input type="checkbox"/> 5 pts
Avoids unnecessary degree requirements if not needed	<input type="checkbox"/> 5 pts
Includes relevant technical and soft skills	<input type="checkbox"/> 5 pts

Compensation & Benefits (Max: 10 points)	
Clearly mentions salary range or states “competitive salary”	<input type="checkbox"/> 3 pts
Lists tangible benefits (healthcare, remote work, learning budget)	<input type="checkbox"/> 4 pts
Highlights work-life balance (vacation, flexible hours, etc.)	<input type="checkbox"/> 3 pts

Application Process & Call to Action (Max: 5 points)	
Provides clear instructions on how to apply	<input type="checkbox"/> 2 pts
Mentions expected response time or next steps	<input type="checkbox"/> 2 pts
Uses an inviting CTA (e.g., “Join our team today!”)	<input type="checkbox"/> 1 pts

Inclusivity & Tone (Max: 10 points)	
Uses inclusive language (e.g., “all qualified candidates welcome”)	<input type="checkbox"/> 4 pts
Avoids aggressive or unwelcoming phrases (“No excuses!”)	<input type="checkbox"/> 3 pts
Feels warm, engaging, and aligned with the company’s culture	<input type="checkbox"/> 3 pts

JD Scoring Pattern

- **85 – 100 points** → ★★★★★ **Excellent JD!** ([Attractive, clear, and highly effective](#))
- **70 – 84 points** → ★★★★ **Good JD** (Well-written but has minor areas for improvement)
- **50 – 69 points** → ★★★ **Needs Work** (Some clarity or engagement issues)
- **Below 50** → ★ **Poor JD** (Likely to discourage candidates)