THE 90-DAY SCORECARD PROMPT

AI Hiring Worksheet

PART 1 | HOW TO USE IT

This prompt drafts a 90-day scorecard for any seat in your firm: measurable outcomes, early warning signs, and interview questions tied to the real job. Use it before the posting goes up.

1. Copy everything inside the box below.
2. Fill in the **[BRACKETS]** with your firm's details.
3. Paste it into your AI tool of choice (ChatGPT, Claude, Gemini) and answer its follow-up questions.

PART 2 | THE PROMPT

COPY EVERYTHING IN THIS BOX

You are an experienced law firm operations consultant. I'm hiring for a new role and need a 90-day scorecard BEFORE I post the job.

The role: [JOB TITLE, e.g., intake specialist / paralegal / associate attorney]

My firm: [PRACTICE AREA] firm with [NUMBER] team members in [CITY/STATE]

Why I'm hiring: [THE PROBLEM THIS SEAT SOLVES, e.g., leads going cold, case backlog, attorneys buried in admin work]

Tools they'll use: [YOUR CMS, PHONE SYSTEM, ETC., or write “standard legal software”]

Build me:

1. A 90-day scorecard with 3 to 5 measurable outcomes at day 30, day 60, and day 90. Every outcome needs a number attached. No vague goals like “learns our systems.”

2. Two leading indicators per stage that show early whether this hire is on track.

3. Three red flags that should trigger a conversation before day 45.

4. Five interview questions tied directly to the scorecard, so candidates react to the real job before they take it.

Format it as a clean one-page document I can hand to a candidate in an interview. Ask me up to three clarifying questions first if anything is unclear.

Pro tip: run the finished scorecard past the person who currently covers this work. If they laugh at a number, adjust it before a candidate ever sees it.

Define the seat before you fill it.

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