Interviewing Guide

Print and use the form below to capture your observations and impressions during candidate interviews.

Applicant Name: ____________________________________________ Position: _________________________

Interview Date: __________________________________________ Interviewer: _________________________

I. Confirming Interest

a. Confirm the length of the interview with the applicant.

b. Convey that the purpose of the interview is to explore the applicant's background and interests a little further as well as answer any questions he or she may have at this time.

c. Describe the basics of the position to the applicant including duties, hours, location, and context for the job (desk focused, telephone contact, multiple tasks, etc.)

   i. Be sure to specifically mention any negative aspects of the job.

   ii. Question: Does the description of the _____________ position still interest you? (Yes/No)

*If you have not already had a preliminary discussion about the hiring pay range with the candidate, do so during the interview. Do not ask the candidate to tell you his/her current pay or pay history. This is not permitted under the Massachusetts Equal Pay Act.

Note any issues or concerns:

II. Exploring Roles and Capabilities

a. Once the applicant's interest in the position is confirmed, the next portion of the interview will focus on the candidate's work history and their track record of job performance.

b. The objective of this section is to determine if there is a match between the applicant's past experience and the experience necessary to perform the duties of the position being discussed in the interview. In addition, you will be assessing the applicant's ability to meet the requirements of the position.

c. While this portion of the interview is not intended to explore additional capabilities, please make note at the end of the section any information that may help to determine the applicant's fit with the organization.

d. Current or Previous Position

   i. Question: What are/were the most important responsibilities in your current/last position?

   ii. Question: What would you say were your biggest accomplishments in that position?

e. Previous Position

   i. Question: Tell me about your previous position. What results were you responsible for and who was your "customer"?

   ii. Question: In that position, how did your work contribute to the organization's objectives?
f. Position Requirements
   i. Question: Give me an example of a time when you used your knowledge of _________ to develop a solution to a problem.

g. Technical Capability (Ask questions specifically related to the technical aspects of the job.)
   i. Question: Tell me about your experience with ____________ (technical capability). How have you used those skills on the job?

Additional Comments:

III. Conclusion
   a. Inform the applicant that this concludes your questions for him or her. Explain that you would now like to tell him or her a little about MIT.
   i. Spend 3-5 minutes telling the applicant about MIT’s organization and culture. Keep in mind topics that may be of particular interest to the candidate.
   ii. Ask the applicant if you can answer any questions for him or her about the position or the company.
   Note any issues or concerns:
   iii. Explain the next steps in the selection process to the applicant.

IV. Assessment

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<th>Does Not Meet Requirements</th>
<th>Meets Requirements</th>
<th>Exceeds Requirements</th>
<th>No Opportunity to Observe</th>
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<td>Experience Match</td>
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<td>Track Record of Results</td>
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☐ Reject for the following reasons:

☐ Qualify applicant for the following reasons: