

## Interviewing Guide

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

Candidate Name: \_\_\_\_\_ Position: \_\_\_\_\_

Interview Date: \_\_\_\_\_ Interviewer: \_\_\_\_\_

### I. Confirming Interest

- a. Confirm the length of the interview with the candidate.
- b. Convey that the purpose of the interview is to explore the candidate's background and interests a little further as well as answer any questions the candidate may have at this time.
- c. Describe the basics of the position to the candidate 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 provide 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 candidate'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 candidate'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 candidate'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 candidate'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 candidate that this concludes your questions. Explain that you would now like to provide a little information about MIT.
  - i. Spend 3-5 minutes telling the candidate about MIT's organization and culture. Keep in mind topics that may be of particular interest to the candidate.
  - ii. Ask if the candidate has any questions about the position, the department, or MIT.

Note any issues or concerns:

- iii. Explain the next steps in the selection process to the candidate.

### IV. Assessment

	Does Not Meet Requirements	Meets Requirements	Exceeds Requirements	No Opportunity to Observe
Experience Match				
Track Record of Results				
Domain Knowledge				
Technical Capability				

- Reject for the following reasons:
  
- Qualify candidate for the following reasons: