Human Resources

Context: MIT Talent Acquisition uses this worksheet and the grading criteria for phone interviews (can be used for in-person or Zoom rounds) to evaluate candidates' response to behavioral questions

Telephone Interviews: *POSITION/TITLE # XXXXX*

Date:

Hiring Manager: Conducted by:

*The interview grading-rubric below denotes the quality of answer given by each candidate. It does not assess the overall interview experience nor the initial impressions of each candidate. All behavioral-based questions correlate to the individual core competencies selected specifically for the position listed above. Grades based upon the completeness and quality of the candidate's response, which should include the **S**ituation, **T**ask, **A**ction and **R**esult (STAR) of their actions.

Standard Questions:

1.
2.
3.
4.

Behavioral-Based Interview Questions:

1.
2.
3.
4.
5.
6.
7.

Grading criteria per question:

0: Did not participate
1: Missed the point of the question entirely, poorly articulated, difficult to follow.
2: Partially answered the question, omitted key details, poorly articulated.
3: Provided only basic elements of the answer, not well thought-out or generic example.
4: Well thought-out, logical, articulate answer - did not offer a unique/insightful perspective.
5: Well thought-out, logical, articulate answer - offered a unique/insightful perspective or new knowledge acquired.

MIT HR telephone Interview: *(Position Title - Requisition # xxxxx*)

Date:	**Interview Evaluation** *(All interviews were between XX-XX minutes in duration)*									
	Behavioral-Based Interview Questions									
Candidate Name	**Question 1**	**Question 2**	**Question 3**	**Question 4**	**Question 5**	**Question 6**	**Question 7**	**Overall Grade**	**Salary Exp.**	**Advance Y/N/M**