Interview Guide + Rubric

**\*\* Make a copy to use this guide and rubric for your own team! \*\***

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# **The Objective of Interviewing**

IS:

* **To Prove or Disprove a Hypothesis: Is the candidate a fit for the role based on the interview criteria?**
* The Interview is your opportunity to Prove your Conclusion to the above
* You prove this by gathering Evidence during your interview, Analyzing the Evidence, and then determining your Conclusion

IS NOT:

* To determine your OPINION about the candidate. OPINIONS = BIAS

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# **Before the Interview: Preparation**

## Complete this Checklist: Remember, RiiPLS! ♒♒♒

**R**: Gradic Rubric Review

**i**: Interview Training complete in last 90 days

**i**: (calendar) Invite

**P**: Partner touchbase

**L**: Lever feedback Link

**S**: (work)Space quiet, well-lit

## Providing a Great Candidate Experience:

Remember, the candidate is interviewing us as well. We may be one of many companies that are competing to hire this candidate, so **it's important to make them feel good and valued** as much as possible during this process.

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# During the Interview: Evidence Gathering

The interview is the only chance that you have to gather all the evidence that you need to prove your conclusions to the above questions, so it's important to make them count. A question bank has been provided for you. You'll also find these in Lever. In this section, all questions are required so please do your best to get to each of them.

# After the Interview: Analyzing the Evidence and Making your Conclusions

## Ok I did all that, What Now? Remember, R2D2

**R**: Review objective signals in notes

**2**: Feedback submitted in 2 days

**D2**: Discreet until Done

## Frame your Thinking with the Grading Guide

Now that you have all your evidence, let's turn to the Grading Guides. The Grading Guides have the questions that you have asked during the interview, plus definitions and examples of Positive and Negative Signal.

### Attributes we are assessing for

Someone who is being interviewed for a management position must have some basic understanding of both (1) diversity issues in the technology industry; and (2) DEI concepts. Gaps are ok, but no awareness whatsoever is not.

More importantly, the candidates must demonstrate *willingness* to learn and improve in this area, and *desire* to create a more diverse, equitable, and inclusive environment.

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# Recruiter Screen

**Question Bank:**

**Logistics:**

* Most important factors do candidate::
* Salary Expectations:
* Work Authorization:
* Any timing constraints: (Is there a minimum or maximum start date, offers expiring, do they need to wait until equity vest, etc)
* Location: (Includes thoughts on relocation if applicable, or commute constraints if applicable)

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# Initial Screen

## Interview Rubric: Lever Rubric

These are the Statements you’ll have to Prove or Disprove

* Statement 1:
* Statement 2:
* Statement 3:
* Statement 4:
* Statement 5:

## 

## Question Bank

You'll also find these in Lever. In this section, all questions are required so please do your best to get to each of them.

## Grading Guide:

| Question | Positive Signal | Negative Signal | Correlating Statement |
| --- | --- | --- | --- |
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# Homework / Takehome Exercise

## Interview Rubric: Lever Rubric

These are the Statements you’ll have to Prove or Disprove

* Statement 1:
* Statement 2:
* Statement 3:
* Statement 4:
* Statement 5:

## 

## Question Bank

You'll also find these in Lever. In this section, all questions are required so please do your best to get to each of them.

## Grading Guide:

| Question | Positive Signal | Negative Signal | Correlating Statement |
| --- | --- | --- | --- |
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# Final: Technical/Skills

## Interview Rubric: Lever Rubric

These are the Statements you’ll have to Prove or Disprove

* Statement 1:
* Statement 2:
* Statement 3:
* Statement 4:
* Statement 5:

## Question Bank

You'll also find these in Lever. In this section, all questions are required so please do your best to get to each of them.

## Grading Guide:

| Question | Positive Signal | Negative Signal | Correlating Statement |
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# Final: Department Alignment

## Interview Rubric: Lever Rubric

These are the Statements you’ll have to Prove or Disprove

* Statement 1:
* Statement 2:
* Statement 3:
* Statement 4:
* Statement 5:
* Statement 6:

## Question Bank

You'll also find these in Lever. In this section, all questions are required so please do your best to get to each of them.

## Grading Guide:

| Questions | Positive Signal | Negative Signal | Correlating Statements |
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# Final: Bonusly Values Alignment

## Interview Rubric: Lever Rubric

These are the Statements you’ll have to Prove or Disprove

* Statement 1:

## Question Bank

You'll also find these in Lever. In this section, all questions are required so please do your best to get to each of them.

## Grading Guide:

| Question | Positive Signal | Negative Signal | Correlating Statement |
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# Final: DEI

## Interview Rubric: [Lever Rubric](https://hire.lever.co/settings/feedback/65fc4f15-4c4c-48dd-82e5-3c7cc9e328fd)

These are the Statements you’ll have to Prove or Disprove

* Statement 1: The candidate has some basic understanding diversity issues in the technology industry, and DEI concepts
* Statement 2: The candidate has a desire to create a more diverse, equitable, and inclusive environment
* Statement 3: The candidate demonstrates a willingness to learn and improve in this area
* Statement 4: The candidate has excellent communication
* Statement 5: The candidate is interested in Bonusly

## 

## Question Bank

You'll also find these in Lever. In this section, all questions are required so please do your best to get to each of them.

1. What are the attributes of a healthy team/culture? How do you help to create that?
2. Can you tell us about a time where you changed a process or procedure to improve inclusivity or equity on your team or at your organization?
3. What are some of the challenges to creating a diverse and inclusive workplace? What are some things you as a leader and Bonusly as an organization can do to overcome these challenges?
4. What are some subject areas related to Diversity, Equity, and Inclusion where you would like to learn more and/or grow as a leader?
5. What questions can we answer for you?

## Grading Guide:

| Question | Positive Signal | Negative Signal | Correlating Statement |
| --- | --- | --- | --- |
| 1. Please describe your understanding of diversity and inclusion and how it's related to this position. | Candidate demonstrates an understanding of how diversity, equity, and inclusion intersect with different stages of the employee lifecycle (eg. sourcing, hiring, development/promotion).   Candidate demonstrates that they understand and appreciate the importance of diversity, equity, and inclusion in the workplace.   The candidate gives specific examples of how their role relates to DEI in the workplace. | Candidate only discusses DEI in the context of one stage of the employee lifecycle (e.g. only sourcing, only hiring, only post-hire, only development/promotion).   Candidate does not understand how their role relates to DEI in the workplace.   Candidate indicates that they do not think that DEI is important  Candidate displays an unwillingness to improve in the areas of DEI, and generally does not respond with empathy and understanding to these questions | Statement 1: The candidate has some basic understanding diversity issues in the technology industry, and DEI concepts |
| 2. What are the attributes of a healthy team culture? How do you help create that? | Candidate describes a collaborative environment that takes specific measures to enable multiple perspectives.  Candidate describes measures they take to challenge their employees and colleagues to share their perspectives, knowing that sharing perspectives is not always easy  Candidate talks about the importance of everyone having a voice, and describes the way that they go out of their way to make sure everyone is heard  Candidate has multiple clear examples of how they have created collaborative and inclusive environments in the past | Candidate cannot provide examples of how they've cultivated a collaborative environment.  Candidate describes a rigidly hierarchical structure with an emphasis on their thoughts and opinions, or otherwise cannot identify an ideal work culture. | Statement 2: The candidate has a desire to create a more diverse, equitable, and inclusive environment |
| 3. Tell us about a time where you changed a process or procedure to improve inclusivity or equity on your team or at your organization? | Candidate gives specific anecdotes and provides context, shows humility in addressing a problem, and demonstrates thought and care into solutions. | Candidate cannot provide an example or inexplicably puts blame on a specific party, with no humility or self-reflection. | Statement 2: The candidate has a desire to create a more diverse, equitable, and inclusive environment |
| 4. What are some of the challenges to creating a diverse and inclusive workplace? What are some things you as a leader and Bonusly as an organization can do to overcome these challenges? | Candidate can accurately identify a broad spectrum of challenges to creating a diverse workplace environment at departmental, organizational, industry, and societal levels. They provide detailed and thoughtful ideas on how to overcome those as a manager/director in an organization dedicated to DEI. | Candidate cannot accurately identify challenges to creating a diverse workplace environment, or does not believe it to be part of their responsibilities. | Statement 2: The candidate has a desire to create a more diverse, equitable, and inclusive environment |
| 5. What are some subject areas related to Diversity, Equity, and Inclusion where you would like to learn more and/or grow as a leader? | Candidate demonstrates self-reflection, humility, and eagerness to learn and improve. Candidate addresses specific areas of growth (such as an understanding of unconscious bias in hiring decisions or developing equitable processes).  Candidate has actionable ideas for personal growth in topics of diversity and inclusion. For example, they may site certain research they'd like to do, or they might have specific examples of how they'd like to improve their knowledge in this area. | Candidate is not self-reflective, does not view learning about DEI as part of their responsibilities OR believes they have already made the effort to learn what they should know about DEI. | Statement 3: The candidate demonstrates a willingness to learn and improve in this area |
| 6. What Questions can I answer for you? \*\*\*\* | Candidate asks one or more questions that clearly shows that they have researched either Bonusly or the opportunity, or that they have really thought about themselves in the role   Candidate proves that they have done research and learned about Bonusly, either from their own research, or from information they've absorbed from interviewees   Candidate mentions resources such as the "unhandbook", or the job req | Candidate asks no questions, or uses the opportunity to ask about salary, indicating that they aren't motivated by the opportunity or mission, but by salary | Statement 5: The candidate is interested in Bonusly |
| Does the Candidate have Excellent Communication? | The candidate gets to the point, or the answers to the question in a clear and concise manner | The candidate does not answer the questions asked, or deviates a great deal from their answers to the questions asked.   They provide excessive details that are irrelevant to the question, or their answer.   The candidate is reluctant to share details when prompted, and it is difficult to get a complete answer from the candidate. | All Statements |