



MITRATECH

Human Resources Compliance



Candidate Interview Rubric Template



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Interview Information

Interviewee Name: _____

Open Role: _____

Interview Rubric

	CANDIDATE #1	CANDIDATE #2	CANDIDATE #3	CANDIDATE #4
#1				
#2				
#3				
#4				
#5				
#6				
Total Score (out of 30)				
Percentage of Points Received				

Additional Comments

Guidelines and Best Practices

SCORING

Score each candidate from 1-5 on each question. At the end, the total score will be however many questions you've asked multiplied by 5.

Score	Equivalent
1	Incomplete/Unsatisfactory
2	Slightly Below Average
3	Average
4	Above Average
5	Exceptional
NA*	*use if you did not ask the question (will adjust final scores)

BEFORE THE INTERVIEWS

1. Develop the Rubric

- **List Key Criteria:** Identify the essential skills, experience, and qualities needed for the position. Refer to the job description for guidance.
- **Define Categories:** Group the criteria into categories like "Technical Skills," "Communication," "Problem-Solving," "Company Culture Fit," etc.
- **Establish Scoring System:** Choose a scoring system (e.g., 1-4 points, "Does Not Meet," "Meets Expectations," "Exceeds Expectations").
- **Describe Performance Levels:** Define clear descriptions for each level within each category (e.g., "Provides clear and concise answers" for a 3 score in "Communication").

2. Train Interviewers: Ensure all interviewers understand the rubric, the scoring system, and the desired candidate profile.

DURING THE INTERVIEWS

- 1. Ask Consistent Questions:** Develop a set of interview questions that effectively assess the criteria listed in the rubric.
- 2. Take Notes:** While interviewing, use the rubric as a guide to take detailed notes about each candidate's responses and how they align with the scoring criteria.

AFTER THE INTERVIEWS

- 1. Independent Scoring:** Have each interviewer independently score each candidate using the rubric.
- 2. Compare Scores and Discuss:** Compile the scores from each interviewer and discuss any significant discrepancies.
- 3. Evaluate and Decide:** Use the combined scores alongside interview notes and overall impressions to evaluate candidates. Identify the candidate(s) who best demonstrate the skills and qualities required for the position.

ADDITIONAL TIPS

- **Weight Criteria (Optional):** If certain skills or qualities are more critical for the role, assign them a higher weight in the overall scoring.
- **Calibrate Interviewers:** Conduct mock interviews and have interviewers score the same candidate to ensure consistency.
- **Maintain Objectivity:** Focus on the candidate's responses and demonstrated skills, avoiding personal biases.
- **Document the Process:** Keep a record of the scoring process and the rationale behind hiring decisions.

By following these steps, you can leverage a rubric to make fair, objective, and data-driven hiring decisions.

Interview Information

Interviewee Name: Sarah Blake

Open Role: Senior Product Marketing Mgr.

Interview Rubric

	CANDIDATE #1 Stella Vega	CANDIDATE #2 Avery Brooks	CANDIDATE #3 Maya Patel	CANDIDATE #4 Liam Walsh
#1 Imagine we're launching a new product targeting moms. Outline the key steps you'd take to develop a go-to-market strategy.	3	4	3	3
#2 Describe a situation where you used data and A/B testing to optimize a marketing campaign. What were the results?	4	4	2	3
#3 Content marketing is crucial for lead generation. How would you make a content strategy to support the launch of a new product?	3	5	4	3
#4 Product marketing success hinges on collaboration. Describe a situation where you collaborated effectively with other teams.	5	4	3	3
#5 Give an example of a time you successfully persuaded others to adopt your marketing vision.	4	4	4	2
#6 How do you stay informed about industry trends and emerging technologies that could impact your marketing strategies?	4	3	3	3
Total Score (out of 30)	23/30	25/30	19/30	17/30
Percentage of Points Received	77%	83%	63%	57%

Additional Comments

Avery exceeded my expectations and answered all of my questions adequately. While the three other candidates were great, I would recommend Avery for the position.