

Supervisors Achieve: Sample Interview Rubric

Selection Criteria	Interview Question	Rating & Notes
Problem Solving	Describe a time when you faced an unexpected challenge at work. How did you weigh the pros and cons before making a decision on what to do?	
Teamwork	Describe a time when a team member came to you for help. How did you respond?	
Diversity, Equity & Inclusion	Please share with us what diversity, equity, and inclusion mean to you and why they're important.	
<i>What are other selections that are important to you as you choose a student employee?</i>	<i>What is a question that speaks to this selection criteria?</i>	

The rating rubric should be numerical - words such as "satisfactory" "excellent" "good" are subjective. In addition, be sure to consider the meaning of the chosen numeric system or discuss with those interviewing and evaluating. Keep notes to the evaluation on skills, knowledge and experience.

Student employees may have limited or no experience, Consider transferable skills in these cases and other areas where experience or skills were gained. These areas could include academics or extra curriculars.

