PDS
AEROSPACE & IT SERVICES

GUIDE FOR
INTERVIEWING AND HIRING NEW GRADUATES

1. DEFINE JOB REQUIREMENTS

Clearly outline the skills, qualifications, and attributes required for the position.
Consider both technical skills and soft skills necessary for success in the role.

2. CRAFT JOB DESCRIPTIONS

Develop detailed job descriptions that accurately reflect the role's responsibilities and expectations.
Highlight opportunities for growth, training, and advancement within the organization.

3. PLAN THE INTERVIEW PROCESS

Determine the interview structure, including the types of questions to ask and the interview panel composition.
Allocate sufficient time for each interview to assess candidates thoroughly.

4. PREPARE INTERVIEW QUESTIONS

Develop a set of questions tailored to evaluate candidates' technical skills, problem-solving abilities, and cultural fit.
Include behavioral and scenario-based questions to assess candidates' past experiences and decision-making capabilities.

5. EVALUATE CANDIDATES FAIRLY

Use a standardized evaluation rubric to assess candidates consistently based on predefined criteria.
Consider factors such as diversity, equity, and inclusion to ensure a fair and inclusive hiring process.

6. CHECK REFERENCES

Contact-provided references to verify candidates' qualifications, experiences, and work ethics.
Ask specific questions about the candidate's performance and contributions in previous roles.

7. MAKE THE OFFER

Communicate the job offer promptly and clearly, including details about salary, benefits, start date, and other terms of employment.
Provide candidates with an opportunity to ask questions and address any concerns they may have.

8. ONBOARDING AND INTEGRATION
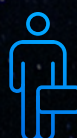
Develop an onboarding plan to help new graduates acclimate to their roles, teams, and the organization's culture.
Create a 30/60/90 Day New Hire Plan.
Assign mentors or buddies to support new hires during their transition period.

NEW GRAD
INTERVIEW QUESTIONS

1. Tell us about a project or accomplishment you're proud of from school or previous roles. What was your role, and how did you contribute to its success?

Purpose: This question helps gauge the candidate's level of involvement in past projects or accomplishments and assesses their ability to articulate their contributions.

Evaluation: It evaluates the candidate's communication skills, teamwork, leadership potential, and past achievements.

Scoring (Scale 1-5)
1: Inadequate response lacks clarity or specific examples.
3: Adequate response provides a basic example with some details.
5: Excellent response, provides a detailed example, clearly articulates role and contributions, and demonstrates impact.

2. How do you stay updated with industry trends and developments in your field? Can you give an example of how you've applied this knowledge in a practical setting?

Purpose: This question assesses the candidate's level of interest in their field, proactive learning habits, and ability to apply theoretical knowledge to practical situations.

Evaluation: It evaluates the candidate's passion for their field, self-motivation, adaptability, and ability to stay current in a constantly evolving industry.

Scoring (Scale 1-5)
1: No evidence of staying updated or applying knowledge.
3: Provides general methods for staying updated but lacks a practical example.
5: Demonstrates specific methods for staying updated and provides a clear example of applying knowledge.

3. Describe a time when you faced a significant challenge or setback in a group project or team environment. How did you approach it, and what was the outcome?

Purpose: This question evaluates the candidate's problem-solving skills, resilience, ability to work under pressure, and collaboration within a team setting.

Evaluation: It assesses the candidate's ability to handle adversity, think critically, adapt to changing circumstances, and effectively communicate with team members.

Scoring (Scale 1-5)
1: Unable to provide a clear example or lacks details about approach and outcome.
3: Provides a basic example with some details but lacks depth.
5: Provides a detailed example, explains approach and outcome effectively, and demonstrates resilience and problem-solving skills.

4. Can you walk us through your thought process when tackling a complex problem or task? How do you prioritize and organize your approach?

Purpose: This question assesses the candidate's analytical skills, strategic thinking, decision-making process, and organizational abilities.

Evaluation: It evaluates the candidate's problem-solving approach, logical reasoning, time management skills, and ability to break down complex problems into manageable steps.

Scoring (Scale 1-5)
   1: Provides a vague or unclear explanation of the thought process and lacks details.
   3: Provides a basic explanation of thought process and mentions prioritization and organization but lacks depth.
   5: Provides a clear and detailed explanation and demonstrates critical thinking skills.

6. What skills or knowledge do you hope to gain from this role, and how do you see yourself contributing to our organization's goals and objectives?

Purpose: This question assesses the candidate's understanding of the role, alignment with the organization's objectives, and long-term career aspirations.

Evaluation: It evaluates the candidate's motivation, career goals, self-awareness, and ability to envision their potential contributions to the organization's success.

Scoring (Scale 1-5)
   1: Vague or generic response without clear alignment with role or organization's goals.
   3: Provides some relevant skills or knowledge but lacks specificity.
   5: Clearly articulates specific skills or knowledge they hope to gain and demonstrates an understanding of contribution.

5. Tell us about when you had to adapt to a new environment or work with people from diverse backgrounds. How did you navigate the situation, and what did you learn from it?

Purpose: This question evaluates the candidate's adaptability, cultural sensitivity, interpersonal skills, and ability to thrive in diverse work environments.

Evaluation: It assesses the candidate's flexibility, open-mindedness, collaboration skills, and ability to learn from new experiences and perspectives.

Scoring (Scale 1-5)
   1: Unable to provide a relevant example or lacks details about adaptation and learning.
   3: Provides a basic example with some details but lacks depth.
   5: Provides a detailed example, explains adaptation and learning effectively, and demonstrates flexibility and cultural sensitivity.

7. Describe a situation where you had to manage conflicting priorities or tight deadlines. How did you handle it, and what strategies did you use to ensure successful completion?

Purpose: This question evaluates the candidate's time management skills and ability to handle stress, prioritize tasks, and meet deadlines effectively.

Evaluation: It assesses the candidate's organization, adaptability, problem-solving abilities, resilience under pressure, and capacity to deliver results in challenging situations.

Scoring (Scale 1-5)
   1: Unable to provide a relevant example or lacks details about managing priorities or deadlines.
   3: Provides a basic example with some details but lacks depth.
   5: Provides a detailed example, explains strategies effectively, and demonstrates effective time management. sensitivity.

8. Can you give an example of when you had to communicate complex information or ideas to a non-technical audience? How did you ensure clarity and understanding?

Purpose: This question assesses the candidate's communication skills and ability to convey technical information clearly and understandably and adapt their communication style to diverse audiences.

Evaluation: It evaluates the candidate's clarity of expression, interpersonal skills, empathy, and ability to simplify complex concepts for non-experts.

Scoring (Scale 1-5)
1: Unable to provide a relevant example or lacks details about communication strategies and outcomes.
3: Provides a basic example with some details but lacks depth.
5: Provides a detailed example, explains strategies effectively, and demonstrates effective communication skills.

9. Tell us when you received constructive feedback or criticism on your work. How did you react, and what steps did you take to improve?

Purpose: This question evaluates the candidate's receptiveness to feedback, ability to self-reflect, willingness to learn and grow, and resilience in the face of criticism.

Evaluation: It assesses the candidate's humility, self-awareness, ability to take ownership of mistakes, and commitment to continuous improvement and professional development.

Scoring (Scale 1-5)
1: Unable to provide a relevant example or lacks details about reaction and improvement.
3: Provides a basic example with some details but lacks depth.
5: Provides a detailed example, explains reaction and improvement effectively, and demonstrates openness to feedback.

10. What motivates you to excel in your work, and how do you maintain your motivation during challenging times?

Purpose: This question assesses the candidate's intrinsic and extrinsic motivators, passion for their work, resilience, and ability to stay motivated and focused under pressure.

Evaluation: It evaluates the candidate's drive, passion, resilience, problem-solving abilities, and ability to maintain a positive attitude and productivity during difficult situations.

Scoring (Scale 1-5)
1: Vague or generic response without clear motivation factors or coping strategies.
3: Provides some relevant motivation factors or coping strategies but lacks depth.
5: Clearly articulates specific motivation factors and coping strategies and demonstrates self-awareness and resilience.

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