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Hiring Criteria Worksheet - Unlocked Work
Below is how GWC Alum Aria Cusenza approached the Hiring Criteria Worksheet.

Instructions

1) Read through the hiring criteria and the details of what hiring managers are looking for versus what they negatively watch out for.
2) Complete the hiring criteria rubric grading your effectiveness with each criteria with an explanation of why you gave yourself that rating.
3) Complete a personal reflection listing your strengths and areas of growth for each hiring criteria.

Step One

This table is for reference for Steps Two and Three. You do not need to fill out any sections in the below table.

Hiring Criteria	Looking For	Cause for Concern
Experience	- Motivation - Learning opportunities - Confidence - Trajectory - Ability to explain previous work or related experiences: call out speak competencies or skills you gained in that role; - Ability to explain the technical work you've done and connect it to results/insights/etc it Drove	- Lack of interest in role - Lack of drive and dedication - Lack of continual learning/skillset growth - Can't clearly explain previous work, or why it was important, or exciting, or fun
Problem Solving	- Ask clarifying questions - Show the interviewer you understood the - problem - Structure the case - Articulate your hypothesis - Ask about the situation and business context - Ask what led to the issue	- Asking completely out of scope questions - Solely focusing on the data science approach - Not fitting your model/solution with market reality and no business context in your approach - Not asking clarifying questions; not demonstrating curiosity - Not talking through your approach

	• Reframe the problem with a question • Detail the key steps of your approach • Share your proposed solution/approach before you start coding • Make assumptions with simple numbers • Talk through your thinking and methods • Find opportunities to demonstrate your technical knowledge and skills	
Technical Ability	• Identify technical information you may need for the technical part of the problem • Demonstrate capability use technical knowledge to formulate a solution to a business problem • Identify KPIs to measure the final impact of your solution • Ask about available data • Ask about requirements you may need for your model • Provide a partial solution if that's all you can construct	• Forgetting to explain why your model is suitable for the business issue • Not detailing your modeling approach: features, algorithm, objective function, constraints • Doesn't provide qualitative recommendations unable to link to a feasible data science approach.
Communications	• Detailed explanation of the steps you need to solve a problem • Clear and intentional questions • Explain technical concepts and terms to ensure clarity • Ensure your business (and technical) recommendation answers the initial issue • Active listening is key • Be honest if you don't know/understand • Ok to ask to take a moment to think in case interview • Ask for clarification when necessary	• Lack of context or explanation for choices made • Explanations that assume the interviewer has same level of understanding and thought process • Silence, lack of explaining what you are doing not demonstrating curiosity • Lack of enthusiasm • Not asking questions

	● Show interest: ask about the company, the product, the team, the culture, the vision	

Step Two

Think back over the work you've done for each of the technical interviews: the Whiteboarding Challenge, the Coding Test, and the Case Study. Referring to the table in Step One, think about how you either did not meet, met some, or met expectations based on the hiring criteria. Fill in this table with where you thought you met the expectations listed above.

Hiring Criteria	1 *(Did not Meet any Expectations)*	2 *(Met Some Expectations)*	3 *(Meets Expectations)*
Experience	● Ability to explain the technical work you've done and connect it to results/insights/etc it drove	● Trajectory	● Motivation ● Learning opportunities ● Confidence ● Ability to explain previous work or related experiences: call out speak competencies or skills you gained in that role
Problem Solving	● Structure the case ● Articulate your hypothesis	● Make assumptions with ● simple numbers ● Ask what led to the issue ● Show the interviewer you understood the problem ● Ask clarifying questions	● Ask about the situation and ● business context ● Reframe the problem with a question ● Detail the key steps of your approach ● Share your proposed solution/approach before you start coding ● Talk through your thinking and methods ● Find opportunities to

			demonstrate your technical knowledge and skills
Technical Ability	● Identify KPIs to measure the final impact of your solution	● Demonstrate capability use technical knowledge to formulate a solution to a business problem ● Identify technical information you may need for the technical part of the problem	● Ask about available data ● Ask about requirements you may need for your model ● Provide a partial solution if that's all you can construct
Communication	● Explain technical concepts and terms to ensure clarity	● Ensure your business (and technical) recommendation answers the initial issue	● Detailed explanation of the steps you need to solve a problem ● Clear and intentional questions ● Active listening is key ● Be honest if you don't know/understand ● Ok to ask to take a moment to think in case interview ● Ask for clarification when necessary ● Show interest: ask about the company, the product, the team, the culture, the vision

Step Three

Think back over the work you've done for each of the technical interviews: the Whiteboarding Challenge, the Coding Test, and the Case Study. Referring to the table in Step One, identify what you felt your strengths were and what are future opportunities for practice and growth when it came to your technical interviews.

Hiring Criteria	Strengths	Opportunities for Growth/Practice
Experience	● In interview settings I feel that I am usually	● I could use better judgment when trying to figure

	pretty confident, and can speak about past experiences and moments that I learned from.	out the big picture of my career, and being able to explain the more technical parts of my past experiences.
Problem Solving	• I think I have pretty good problem solving skills. I'm also good at planning my approach to problem solving. I also think I excel at talking about how I might solve a problem, or explaining how I solved a problem after it's been solved.	• I don't have much experience creating hypotheses, and structuring cases. I could also learn more about the math that goes into creating assumptions, and asking clarifying questions when I don't understand something.
Technical Ability	• I believe I have the fundamentals of what's needed to solve technical challenges. I can figure out what kinds of questions are necessary to solve a challenge, and I could create a partial solution, if not the full solution.	• I might be lacking in technical expertise compared to other candidates, and I might struggle at analyzing the solution afterwards.
Communication	• I can write out detailed steps, or an explanation of how I solved an issue. I can also ask questions when I do not understand, and I'm not afraid to admit when my knowledge or experience is lacking in a topic.	• I believe I can speak well overall and present my ideas in a way that's easy to understand. What I think I'm lacking at though is being able to speak effectively about technical concepts