

INTERVIEWER QUICK REFERENCE GUIDE

For more information
visit the [MIB Wiki](#)

Compiled from a survey of Bar Raisers and MGHD Facilitators

Interview Scheduling



- Find a replacement interviewer if canceling one business day prior to the interview.
- Respond to the interview invitation within one business day.
- Keep your Outlook calendar up to date.
- Schedule a quiet, confidential location to take a virtual or phone interview.

Interview Preparation



- Use AIQB to prepare job-relevant questions for each assigned Leadership Principle.
- Identify job-relevant questions for each assigned Functional/Technical competency.
- Alert the Hiring Manager to poor loop hygiene (e.g., competencies not assigned, too many competencies assigned to a single interviewer).
- Review the Job Description to understand the role's responsibilities, basic qualifications, preferred qualifications, and manager vs. individual contributor status.

Candidate Experience



- Start by welcoming the candidate and allow time at the end of the interview to provide candidates the opportunity to ask questions.
- Start and complete the interview on time.
- Elicit detailed responses from candidates in a way that is conversational and supportive.
- Make eye contact with the candidate to demonstrate engagement in the conversation.

Candidate Data Collection



- Ask probing questions to gather information about the situation/task, actions the candidate took, the results of those actions, and level (scope, complexity, ambiguity, and impact) of candidates' past work or educational experiences.
- Manage interview time to ensure sufficient data is collected on all the assigned competencies.
- Expand the candidates' responses by asking challenge questions such as "how would you improve the outcome?" or "what did you learn from any mistakes?"

Candidate Evaluation



- Ensure that the candidate evaluation is based on behavioral data (as opposed to, for example, reputation of their employer) to interrupt unconscious bias.
- Submit your feedback prior to discussing your evaluation with other interviewers.
- Map candidates' responses to the appropriate Leadership Principles and functional/technical competencies.
- Provide competency ratings and an overall vote on Hire's Vote and Feedback Page.

Debrief Participation



- Provide your full attention to the debrief (as opposed to checking email).
- Listen respectfully to other interviewers' contributions.
- Incorporate other interviewers' datapoints into your overall assessment of the candidate.
- Provide succinct, data-driven responses to questions from other debrief participants.

Interviewer Development



- Attend interviewer preparation training courses: Making Great Hiring Decisions.
- Shadow a tenured Amazonian interviewer before you begin on your own.
- Have a tenured Amazonian interviewer shadow you and provide feedback.
- Take action on constructive feedback from other loop participants.

Interviewer Characteristics



- Knowledge of Amazon's Leadership Principles and Interviewing Essentials
- Integrity
- Authenticity
- Reasoning and Decision-Making
- Interpersonal Skills