01 / ROLE BRIEF

Fresher hiring kit

Start with one real role. Use this brief, scorecard and interview plan to compare candidates on the work they'll actually do.

WORKED EXAMPLE

Graduate Quality & Operations Associate

Keep inspection, stock exceptions and shift handovers clear enough that the next person knows what to do.

What the first 60 days look like

- Run the team's inspection and stock checks.
- Reconcile one daily stock total and flag any difference you cannot explain.
- Give every open issue an owner, a reason and a follow-up date.
- Fix one repeat problem in a check or shift handover. Document what changed.

What a fresher should bring

Accurate spreadsheet work, clear written handovers, comfort with routine measurements, and one example of investigating a mismatch. Ask what the candidate did herself and what she would check next.

Fill these in before posting

DEGREE / BRANCH

GRADUATION BATCH, IF REQUIRED

LOCATION / SHIFT

PAY RANGE

JOINING WINDOW

TRAVEL OR OTHER CONDITIONS

For this example, set experience at 0–1 years. Don't require a college tier or a specific tool unless the work actually calls for it.

02 / SHORTLIST & SCORE

Use the same bar

Agree on what counts before you open a profile. Keep the work sample, time, tools and scoring consistent. Tell candidates how to request accommodations.

01 Check the published requirements

Confirm the essentials. Ask about anything unclear rather than assuming the candidate doesn't qualify.

02 Look at one piece of previous work

Ask for a bug, reconciliation, test or handover. Find out what the candidate did and what changed.

03 Give everyone the same task

Use a 12-row inspection and stock log with two exceptions. Ask for the next check and a six-line shift handover.

04 Talk through a change

Change one condition. Ask what the candidate would check first and what would make her change her mind.

Score each skill from 0 to 2

Skill	0 · Not shown	1 · Partly shown	2 · Clearly shown
Find the issue	No mismatch identified.	Spots the mismatch but doesn't isolate it.	Isolates it and explains why it matters.
Repeat the check	No check shown.	Runs it once or leaves out the steps.	Another reviewer can run it and see the same result.
Hand over the issue	No owner or next action.	Records the result but leaves out something important.	Records the issue, owner, reason, action and date.
Explain the limits	Claims a result without support.	Names a limit but not its effect.	Explains the effect and what to test next.

A zero means you didn't see the skill in this sample. If an important fact is missing, ask before ruling someone out.

03 / INTERVIEW PLAN

Run a 90-minute interview

Give each interviewer one question to answer. Write down what the candidate showed before comparing impressions.

15 MIN

Walk through previous work

“Show me something that went wrong. What did you do, and what check changed your mind?”

Record the claim, the sample and one thing to verify.

30 MIN

Run the practical task

“Review the stock log. Find two exceptions and write the handover you’d leave for the next shift.”

Use the four scores on page 2 and note where you saw each skill.

20 MIN

Change one condition

“An urgent dispatch can’t wait, but a reading is missing. What do you check first, and why?”

Capture the order of checks and what she would defer.

15 MIN

Ask about feedback

“Tell me about a correction you got. What changed in the next version?”

Write down the change she made, not how confidently she spoke.

10 MIN

Give the candidate time

Explain the first 60 days, supervision, working conditions and when they’ll hear back.

Write down unanswered questions and who will follow up.

04 / DECISION RECORD

Record the decision

Save the work that shaped your decision and give the next step an owner. Fill this page in your PDF reader or print it.

CANDIDATE ID

ROLE VERSION / DATE

ELIGIBILITY: PASS / CLARIFY / NOT MET

OVERALL LAYERSRANK, IF USED

ADVANCE / CLARIFY / HOLD / CLOSE

DECISION OWNER

WORK SAMPLE: WHAT DID YOU SEE?

INTERVIEW: WHAT DID THE CANDIDATE SHOW?

REASON FOR DECISION OR QUESTION TO RESOLVE

FOLLOW-UP OWNER, NEXT ACTION AND DATE

WHERE LAYERSRANK FITS

On Algonauts, start with skills, branch and graduation year. Where an overall LayersRank is available, use it to order your review list. Make the hiring decision from the work sample and interview.

See how LayersRank works on Algonauts