

Interview Format Guidelines — Data & AI Advisory Hiring

Document Source: HRIS extract (Interview Configuration module) **Last Updated:** Current interview guidance version **Applies to:** Data & AI Advisory practice hires (Plan ID: DAA-01)

Standard Interview Format

All Data & AI Advisory hires follow a three-stage panel interview format:

Stage	Duration	Format	Panel Size
Stage 1: Technical Screen	45 min	Video call	1 interviewer
Stage 2: Case & Competency	60 min	In-person or video	2 interviewers
Stage 3: Leadership & Fit	45 min	In-person	2 interviewers

Total candidate time: Approximately 2.5 hours across stages (excludes scheduling gaps).

Interview Panel Assignments

The following panel assignments are configured in the ATS for DAA-01 roles:

Panelist Role	Stage	Focus Area
Talent Acquisition Lead	Stage 1: Technical Screen	Initial technical validation and culture screening
Practice Head, Data & AI Advisory	Stage 2: Case & Competency	Case exercise review and domain expertise
Senior Consultant (Data & AI Advisory)	Stage 2: Case & Competency	Technical deep-dive
HR Director	Stage 3: Leadership & Fit	Values alignment and leadership assessment
L&D Manager	Stage 3: Leadership & Fit	Growth potential and development readiness

Note from HRIS Administrator: The panel assignment for Stage 1 still lists the Talent Acquisition Lead as the technical screener. In a prior annual hiring cycle, the TA Lead handled initial screens for all practices. For the current cycle, the Practice Head requested that a technical team member conduct Stage 1 instead, but the ATS configuration has not been updated.

Scoring Framework

Interviewers should use the standard Northbridge scoring scale below. This scale was introduced during a prior annual calibration cycle.

Score	Label	Definition
5	Exceptional	Exceeds all expectations; evidence of impact well beyond role scope
4	Strong	Meets expectations with clear, specific evidence across all assessed areas
3	Adequate	Meets minimum expectations; evidence is present but limited in depth
2	Below Expectations	Does not meet requirements in one or more areas; limited evidence
1	Unsatisfactory	No credible evidence provided; significant gaps identified

Legacy Competency Mapping (from a prior hiring cycle)

The previous hiring cycle for Data & AI Advisory used the following competency categories in the scoring template:

Competency (legacy label)	Weight
SQL & Relational Database Proficiency	25%
On-Premise Data Warehouse Management	20%
Client Communication	20%
Project Delivery Track Record	20%
Team Collaboration	15%

HRIS Administrator note: These competency categories are still loaded in the ATS scorecard template for DAA-01. The must-have criteria for the current cycle have shifted to Azure AI, Python, and GenAI/LLM deployment, but the scorecard template has not been rebuilt. Interviewers may see the old competency labels when entering scores. A change request (CR-2026-0041) has been submitted but is pending IT review.

Scheduling Constraints

- All Stage 2 and Stage 3 interviews should be scheduled within the same week where possible to reduce candidate drop-off.
 - The Practice Head has limited availability on Mondays and Fridays due to client delivery commitments.
 - Offer decisions must be completed within 48 hours of the final interview stage to support the 40-day time-to-fill target.
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Additional Notes

- Interview questions and evaluation criteria should align with the approved must-have criteria for the role. Interviewers are expected to assess candidates against these criteria rather than the legacy competency framework, regardless of what the ATS scorecard displays.
- The Talent Acquisition Lead is responsible for distributing interview materials to panelists at least 48 hours before each scheduled interview.
- Candidate feedback forms from Stage 1 should be completed within 24 hours. Stage 2 and Stage 3 feedback is due within 48 hours.