CareerSwami · Human Resources & Talent Acquisition

FREE TWO-WEEK INTERNSHIP

Project 1 — Design a hiring process that can defend every decision it makes

Four candidates, four criteria, and gaps in the evidence for every one of them. The easy move is to pick whoever reads best. Your job is to build a process where the decision comes from the evidence — and where a missing answer is treated as missing, not as a no.

2 weeks	1 project	6–8 hrs
START TO SUBMIT	ONE SUBMISSION	PER WEEK

WHAT IS IN THIS BRIEF

1. The situation — the problem you are being handed
2. The four candidates, and the gap in each file — the cases your work must survive
3. What you are given — your data and starting files
4. What finished looks like — the two things you hand in
5. How the two weeks run — week by week
6. Before you start — rules, tools and your starter kit
7. How the work is judged — the marking scheme
8. How to submit — one link, pasted into your dashboard

Read 1 to 4 before you do anything. They take five minutes and they are what the marking scheme is built on. Sections 5 to 8 are the how — come back to them once you know what you are solving.

1 The situation

Treat this as a real client brief. The role and the candidates are fictional. The failure it is built to catch — judging people on how they come across rather than what they can evidence — is the most common and most expensive mistake in hiring.

A small organisation is hiring a remote, part-time Community Coordinator. The work is four things: writing clear updates, planning events, handling conflict between members, and following through on what was promised.

Four candidates have applied. A writes strongly but has submitted no event plan. B has a clear event plan but weak follow-up evidence. C gives a strong conflict example and writes averagely. D is strong on both writing and event planning, but nothing in the file says whether they are available at the hours needed.

There is no candidate who is strong on all four. So the decision will turn on how you weight the criteria and what you do about the gaps — and if those two things are not decided in advance, they get decided by whoever is in the room and how they are feeling.

WHAT YOU ARE BEING ASKED TO DO

Build a hiring process for this role where every decision is traceable to stated criteria and recorded evidence, then show it working by scoring all four candidates against it.

2 The four candidates, and the gap in each file

Each file is incomplete in a different way. A fair process does not punish a gap — it generates the question that would fill it. Your interview guide is where those questions live.

Candidate A — strong writing

Clear, well-structured written updates. Best writer of the four.

The gap — No event plan submitted at all. Treat that as evidence of inability and you have invented a weakness. It is an absence, and absences get a follow-up question, not a score of zero.

Candidate B — clear event plan

Practical, realistic event planning.

The gap — Follow-up evidence is weak — things started, less clearly finished. This is a genuine signal rather than a gap, and your rubric has to be able to tell the difference between the two.

Candidate C — strong conflict handling

A specific, well-handled example of a dispute between members.

The gap — Average writing. The question is whether average is enough — which depends on a weighting you have to set before you look at the candidates, not after.

Candidate D — strong writing and event planning

Two of the four criteria met clearly.

The gap — Availability is simply unknown. For a role defined by set hours this may be decisive, or it may be one email. Treating unknown as disqualifying is where good candidates get quietly lost.

Nothing in these files tells you anyone's age, background, gender, caste, religion, marital status or health, and nothing in your process may seek it. If you find yourself inferring any of it, that is the bias the rubric exists to stop.

3 What you are given

Four criteria and four incomplete files. The weighting, the rubric and the rule for handling gaps are yours, and they are the whole of the marking.

The four criteria for the role

`written updates` `event planning` `conflict handling` `follow-through`

One rubric row, so the level of detail is clear

`Criterion`	Conflict handling
`Weight`	state yours, and why
`Evidence sought`	A specific past situation, what they did, what resulted
`Strong`	Specific example; names their own misstep; says what they would change
`Adequate`	Specific example; outcome described; little reflection
`Not evidenced`	General statements only, or no example offered
`If not evidenced`	Ask for one example — do not score it down on absence

Four things the process must do

`Define` `Assess` `Score` `Justify`

All candidates are fictional and no real hiring decision follows from this work. Do not collect, infer or record protected or private characteristics — age, gender, caste, religion, marital status, health, or anything similar. Do not use real CVs or real people's data. Missing evidence is not proof of inability, and your process must state how it handles that.

4 What finished looks like

At the end of two weeks you should be able to hand someone a pack that lets a different person run the same process and reach the same decision.

- **A role scorecard, a job description and a skills table** — the four criteria defined so two people would score them the same way, a job description written from those criteria, and a table separating what is genuinely required from what is merely preferred. The second column is where most unfair hiring hides.
- **An assessment brief, an interview guide and a rubric** — the task you would set and what it is actually testing, structured questions mapped to criteria, and a rubric with described levels rather than bare numbers. "3 out of 5" means nothing; "gives a specific example and says what they would do differently" can be applied consistently.

The test of this work is simple: could someone else use your pack, without you, and arrive at your shortlist? If the answer depends on judgement you did not write down, it is not finished.

5 How the two weeks run

Work through it in two parts — but you submit **once**, at the end, not once per week.

PART 1 · WEEK 1

Define the role before you look at anyone

Turn four vague criteria into things that can be measured, write the job description from them, and separate required from preferred — deliberately, in writing, before a single candidate is scored.

Produce

- A role scorecard: each criterion defined with what good looks like
- A job description written from the scorecard
- A table splitting genuine requirements from preferences, with a reason for each requirement

> Every requirement needs a reason tied to the work. "Must have two years' experience" with no reason is a preference wearing a requirement's clothes, and it is the most common way a shortlist quietly narrows.

PART 2 · WEEK 2

Build the assessment, then run it

Design a task that tests the criteria rather than the candidate's free time, write structured questions mapped to each criterion, and build a rubric with described levels. Then score all four and record what you concluded.

Produce

- An assessment brief, with time expected and what it tests
- An interview guide: questions mapped to criteria, same for every candidate
- A rubric with described levels, and all four candidates scored against it

> Every score needs the evidence it came from recorded next to it. Where evidence is absent, record it as absent and write the follow-up question — do not score it zero and move on.

6 Before you start

- Set your weights before you read the candidate files. Weighting after the fact is how a preferred candidate gets justified backwards.
- An anonymised scoring pass — criteria and evidence only, names removed — is strongly encouraged, and you should say whether you did it.

- Rubric levels must be described in behaviour, not numbers. If two people could read "4" differently, it is not a rubric.
- Set an assessment that takes a reasonable amount of unpaid time, and say what that limit is. A six-hour task filters for free time, not ability.
- Rejection matters. Write what you would say to the three candidates who do not get it — a process is not finished at the offer.

Your tools

A document editor and a spreadsheet. No applicant tracking system is required. No paid tool is required, and no ID document is ever required — yours or anyone else's.

CS_human-resources-talent-acquisition_Starter_Kit.zip — candidate-evidence.csv, a scorecard template, a rubric template, an interview guide skeleton, an evidence log, and a file index. https://careerswami.com/wp-content/uploads/careerswami-projects/CS_human-resources-talent-acquisition_Starter_Kit.zip

7 How the work is judged

WHAT IS ASSESSED	WEIGHT
Problem and requirements — did you understand what you were solving	**20%**
The core artefact — the thing you actually made	**40%**
Validation and evidence — how you know it works	**25%**
Clarity and reproducibility — can someone else open and follow it	**15%**

Strong	Complete, correct, evidence-backed and easy to inspect.
Developing	A useful partial result, with the gaps explained.
Needs revision	Core deliverable missing, claims unverified, or the work cannot be opened.

Credit reflects demonstrated work, not visual polish. A small, honest result beats a large, unsupported one.

What counts as evidence

expected result → actual result → the candidate evidence row and rubric level → conclusion. Then say what the evidence does not establish.

Why this one is worth doing. Most HR portfolios are templates. What makes someone employable in this field is the ability to defend a decision — to show that the criteria were set first, that the evidence was recorded, and that a gap was treated as a question rather than a verdict. That is also, exactly, what protects an organisation when a rejected candidate asks why. You are building the thing that makes the answer possible.

8 How to submit

One link, pasted into your dashboard

1. Put your work somewhere with a link — Google Drive, Figma, GitHub, Notion, Loom. Whatever fits the work.
2. **Set it so anyone with the link can view.** A locked link is the single most common reason a submission comes back.
3. Include a short README or cover page saying what to open first, and where each deliverable lives.
4. Open your dashboard, paste the link into the submit box, and add a line or two on anything you want the reviewer to know.

Name files `CS_human-resources-talent-acquisition_YourName_v1`. Keep your own copy. A screenshot on its own is not enough for anything interactive. A video is optional — annotated screenshots or narrated slides are fine.

Submitted and heard nothing, or the link came back? Email **support@careerswami.com** with the email address you enrolled with.

Work honestly. Use fictional data and your own work. Credit anything you reused, and disclose AI assistance — including what you checked yourself. Never invent interviews, users, tests or results. Nothing here requires you to spend money, contact real organisations, or deploy anything publicly. Never upload identity documents, real customer records or credentials.

Stuck, confused, or something is broken? Write to us.

`support@careerswami.com`

Or WhatsApp **+91 7383138418**. We answer on working days. Use it for anything at all — a part of this brief that does not make sense, a starter file that will not open, a dashboard link that has stopped working, a deadline you need moved, or a submission you are not sure about.

To get a useful answer fast, spend twenty minutes narrowing the problem down first, then tell us four things: what you expected, what actually happened, what you already tried, and your one specific question. Include your track name and the email you enrolled with.

Asking is not penalised. Submitting partial work with a clearly stated blocker always scores better than a finished answer you copied, and better than a silent no-show.

Optional stretch

Optional, and only once the main work is done — cap it at an hour. Map the candidate's experience of your process end to end, or draft the first-week onboarding checklist. Label it clearly as a stretch.