

Case Interview Checklist

Delivering an outstanding synthesis

- Did you include all of the important pieces of background information?
- Did you concisely summarize the information?
- Did you state just the facts, without inserting assumptions or unstated information?
- Did you correctly capture the objective(s) of the case?

Asking clarifying questions

- Did you ask appropriate, relevant clarifying questions?
- Did you keep the number of questions asked to a reasonable number?

Structuring a framework

- Did you spend no more than 3-4 minutes in silence creating your framework?
- Did your framework include 3-5 different buckets?
- Were all buckets in your framework relevant to the case?
- Were all buckets in your framework MECE?
- Did you have 2-3 sub-bullets under each bucket?
- Were all sub-bullets relevant to the case and belong within the bucket?
- Were all sub-bullets within each bucket MECE?
- Were your bucket names tailored to the case and not generic?
- Did your framework include all of the major areas relevant to the case?

Presenting your framework

- Did you turn your paper around to the interviewer when presenting your framework?
- Was the presentation of your framework structured and concise?
- Did you vet your framework with the interviewer?

Kicking off the investigation

- Did you proactively propose an area to start without the interviewer prompting you?
- Did you provide a reason for why you chose that bucket to investigate first?
- Did you vet starting with that bucket with the interviewer?

Solving quantitative problems

- Did you structure your approach and walk the interviewer through it?
- Did you make appropriate assumptions and justify your rationale for them?

- Did you perform math calculations without making mistakes?
- Did you complete math calculations in a reasonable amount of time?
- Did you walk the interviewer through each step of your math calculation?
- Did you sense check numbers along the way?
- Did you draw correct insights and conclusions from charts and graphs?
- Did you tie the answer back to the case objective?

Answering qualitative business questions

- Did you structure your answer?
- Did you present your answer in a concise way?
- Did you correctly apply knowledge of business principles?
- Does your answer reflect a sound business judgment?
- Did you tie your answer back to the case objective?

Delivering a recommendation

- Did you start with a confident, assertive recommendation?
- Did you include 2-3 reasons supporting your recommendation?
- Did you include next steps?
- Did you present your recommendation in a structured, concise way?
- Did you include all of the important key takeaways from the case?

Overall communication

- Did you speak with a good pace, not too fast, and not too slow?
- Did you speak at the appropriate volume level, not too soft, and not too loud?
- Was your English coherent and easy to understand?
- Did you avoid using filler words, such as “um”?
- Did you maintain eye contact with the interviewer while speaking?
- Did you use appropriate hand gestures?

Overall presence

- Did you appear confident and assertive throughout the case?
- Did you appear calm and collected throughout the case?
- Were you coachable and adaptive to the interviewer’s input?
- Did you display enthusiasm throughout the case?
- Were you able to show off parts of your personality?

Case Interview Rubric

	Below expectations	Meets expectations	Above expectations
Delivering an outstanding synthesis	Synthesis is wordy and is missing important information.	Synthesis is clear and concise.	Synthesis is clear, concise, and covers all of the important pieces of information.
Asking clarifying questions	Questions asked are not relevant or important to the case.	Questions asked are relevant and important to the case.	Questions asked are relevant, important, and demonstrate a sharp business acumen.
Structuring a framework	Framework is not well structured and not entirely relevant to the case.	Framework is well structured and relevant to the case.	Framework is well structured, relevant, and covers all of the important areas of the case.
Presenting your framework	The presentation of the framework was too wordy or unclear.	Framework is presented clearly.	Framework is presented clearly, concisely, and is easy to follow.
Kicking off the investigation	No attempt or a poor attempt was made to kick off the case.	Candidate kicks off the case and provides support for the area they want to investigate.	Candidate provides a compelling reason and makes a strong case for investigating a particular area.
Solving quantitative problems	Candidate is unable to perform calculations or analysis correctly.	Candidate performs all of the calculations and analysis correctly.	Candidate shows math prowess, solving all quantitative problems quickly with ease.
Answering qualitative business questions	Candidate shows a lack of business knowledge and good judgment.	Candidate demonstrates good business knowledge and judgment.	Candidate has a sharp business acumen and demonstrates deep business knowledge.
Delivering a recommendation	Recommendation was not firm and there is a lack of supporting evidence provided.	A firm recommendation is provided with clear supporting evidence.	A firm recommendation is provided with overwhelming supporting evidence. Next steps are included.
Overall communication	Candidate is difficult to understand and follow at times.	Candidate speaks clearly, concisely, and with purpose.	Candidate speaks clearly, concisely, and with purpose. They are extremely articulate.
Overall presence	Candidate shows signs of stress and a lack of confidence.	Candidate remains calm and confident during the interview.	Candidate is calm, confident, and enthusiastic. Aspects of their personality shine during the interview.