

# How to Ensure *Unconscious Bias* Doesn't Affect Your Hiring

## Structured **INTERVIEW** Process:

1

### Rate and Rank System:

Develop a scoring system for each question, allowing interviewers to objectively evaluate each candidate against the same criteria.

3

### Pilot and Refine:

Pilot your interview format with a small group beforehand and revise questions to ensure clarity and draw out the most relevant information.

## Diverse Hiring **PANELS**



### Look beyond demographics:

While diversity in race, gender, and age is important, consider including members with different educational backgrounds, work experiences, and professional networks.



### Rotate interviewers:

This helps mitigate the influence of any one person's biases and ensures a wider range of perspectives are considered.

## Train Your **HIRING MANAGERS**

### Implicit Association Tests (IATs):

These online tools can help individuals identify their own unconscious biases, raising awareness and prompting self-reflection.

### Ongoing coaching:

Provide ongoing support and resources for hiring managers to address bias throughout the recruitment process.