

10 WAYS TO MANAGE BIAS IN THE RECRUITMENT PROCESS

1

IMPLEMENT STRUCTURED INTERVIEWS

Use a consistent set of questions for all candidates to ensure fair comparison and minimise interviewer bias.



2

TRAIN HIRING MANAGERS ON BIAS AWARENESS

Educate interviewers and hiring managers on the various types of bias (e.g. gender, age, race) and how they can influence decisions.



3

USE DIVERSE INTERVIEW PANELS

Include people from different backgrounds, genders, and experiences on the interview panel to provide diverse perspectives and reduce individual biases.



4

FOCUS ON SKILLS AND EXPERIENCE, NOT PERSONAL TRAITS

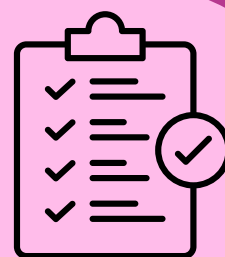
Assess candidates based on relevant qualifications, experience, and skills rather than characteristics such as appearance, accent, or personality.



5

STANDARDISE EVALUATION CRITERIA

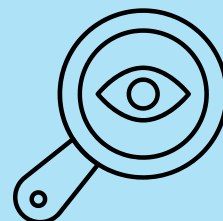
Create clear and objective scoring matrix systems for evaluating candidates to avoid subjective judgments based on bias.



6

TRANSPARENCY IN JOB DESCRIPTIONS

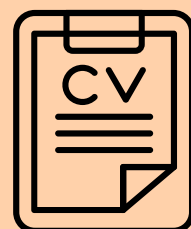
Use inclusive language in job postings and ensure the job description accurately reflects the responsibilities and qualifications required, avoiding any biased phrasing.



7

CONDUCT BLIND CV SCREENING

Remove names, photos, and other potentially bias-triggering info from resumes to focus solely on qualifications and experience. **But** be aware that blind CV screening can merely delay bias rather than eliminate it.



8

PRE-EMPLOYMENT SKILLS TESTING

Use objective assessments like skills tests or work samples to gauge a candidate's abilities, providing a more data-driven basis for decision-making.



9

ENCOURAGE DIVERSE CANDIDATE POOLS

Actively recruit from diverse talent pools, including underrepresented groups, to ensure candidates from various backgrounds are given equal opportunities.



10

REGULARLY REVIEW RECRUITMENT METRICS

Analyse hiring data regularly to identify patterns of bias or discrimination and take corrective actions when necessary.

