

Bias Mitigation Practices for Interviewing

Standardize the Process

- Use a consistent set of behavioral questions for all candidates to ensure fairness.
- Write questions based on the job description and required competencies for relevance.

Ask Behavior-Based Questions

- Focus on *past behavior* instead of hypotheticals (e.g., “Tell me about a time you...” rather than “What would you do if...”).
- Keep questions tied to specific job-related skills rather than vague traits to keep interviews focused and objective.

Use Clear Rating Scales

- Develop a rubric with defined scoring anchors (e.g., 1–5 scale with examples of strong, average, and weak responses).
- Train the committee on what each score means to ensure understanding and application.

Be Aware of Common Types of Unconscious Bias

- Developing an awareness of types of bias can help you recognize and minimize their impact.
- Take notes during a candidate’s response, rather than relying on memory; it supports accurate and objective evaluations.

Diversify the Interview Panel

- Multiple interviewers with varied perspectives reduce personal bias in candidate evaluation.
- Comparing independent ratings before group discussion helps avoid groupthink.

Stick to Evidence, Not Impressions

- Evaluate responses based on demonstrated behaviors and outcomes.
- Avoid letting confidence or personality bias affect hiring decisions unless job-relevant.

Give Each Candidate Equal Time

- Keep interviews consistent in length and flow.
- Don’t probe more deeply with one candidate and not another.