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Ask standardised questions

Ensure you have a series of set questions to ask your candidates. Consistency in your questioning can help to eradicate unconscious bias and to give all candidates an equal opportunity.

2

Write notes while you interview

Rather than recording your thoughts after the interview, record them as you go along, ideally in a standardised template to provide structure.

3

Have a clear criteria to judge candidates by

Prior to conducting the interviews, identify which essential skills you are looking for and judge your candidates based on these. The job description is your key starting point for this.

4

Use anonymous testing

Set every candidate the same short assignment and judge the end product, without seeing the names of the candidates. This is an easy way to avoid many forms of bias.

5

Allow multiple people to interview candidates

Having more than one person interview a candidate introduces different perspectives, which reduces individual bias.

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