REDUCING BIAS IN THE HIRING PROCESS

We all have conscious and unconscious biases that can influence how we assess and select candidates. Recognizing and addressing these biases supports fair hiring decisions and helps build inclusive, growth-focused workplace cultures.

What is bias?

Bias is a personal viewpoint that keeps judgment from being balanced or fair.

Recognizing Common Hiring Biases

- Forming personal judgments based on first impressions
- Putting too much weight on non-verbal behaviour that does not relate to job performance
- Demonstrating affinity bias by favouring candidates similar to yourself
- Allowing stereotypes to influence candidate assessment

ACTIONS TO REDUCE BIAS IN YOUR HIRING PRACTICE

Increase Your Self-Awareness

- Reflect honestly and ask yourself why you believe something to be true
- Explore your thoughts and feelings before and during the hiring process
- Show vulnerability by acknowledging when bias may have influenced past decisions
- Expand your comfort zone by being open to different perspectives

Establish Fair Protocol

- Build a diverse hiring panel and commit to a structured hiring process
- Plan interview questions ahead of time and define what a strong answer looks like
- Use the same questions and evaluation approach across all interviews for consistency

Stay Present & Mindful During the Interview

- Use cues to demonstrate active listening
- Record notes based on what the candidate says, not personal interpretations or assumptions
- Monitor external factors such as fatigue or hunger that may influence judgment

Reduce Bias in Evaluation

- Prioritize individual scoring first, followed by a hiring panel discussion
- Evaluate candidates using consistent, job-related criteria
- Ask candidates for feedback to help improve the process

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