



INTERVIEW & SELECTION PROCESS CHECKLIST

The interview process is critical - though many companies think recruiting for diversity stops once the sourcing is complete and the diverse resumes are on their desks. The interview is likely a candidate's first personal experience with your company, so they're looking for cues and signs that this will be a safe, welcoming and inclusive place for them to work and to fulfill their career ambitions.

They're also on high alert for red flags that indicate the opposite. Candidate experience is critical, but so is ensuring that your interviews enable you to evaluate candidates equally and effectively, so you're hiring the best person for the job.

Here are some recommendations to to mitigate personal bias and create a positive candidate experience:

- Have a diverse hiring panel through the process.
- Create objective criteria for reviewing candidates.
- Redact unnecessary personal information.
- Use structured interview tactics.
- Create a standard rubric for evaluation.
- Incorporate a work test / challenge.
- When the team debriefs, restate the role and experience you're looking for and avoid personal feelings which can come from a place of bias.
- Set up candidates for success by sharing the interview process, tips for preparing for it, and asking for any accommodations they might need.
- Ensure the interview team is set up to answer questions around the company's commitment to DE&I.
- When possible, ensure candidates meet at least one interviewer of the same gender, ethnicity, or age.
- evaluate potential new hires on their inclusion experience
Example: "Tell me about your experience working with diverse teams?"
- Use data to identify where underrepresented groups drop out of the hiring process and why.
- Hold interviews in neutral places.