



# 10 Bias Interrupters

## to Eliminate Hiring Discrimination



1

### Clearly Define “Culture Fit”

If you can, avoid criteria like "culture fit" or "executive presence" when choosing a new hire. These concepts are vague and invite bias, as it's hard to prove that you rated every candidate the same way. If culture fit is important to you, clearly define what it means before you begin the hiring process.

2

### Limit Referral Hiring

Only hiring friends of friends is a sure-fire way to shrink the diversity of your organization. Invite candidates from diverse groups by opening up the pool to a wider network. Chances are you will not only increase your workplace's diversity but also find more quality, skilled applicants.

3

### Identify Important Qualifications

Before you even post the job ad, commit to what qualifications are most important. It's best to have these in writing so you can hold your entire staffing team to them. If and when one of these qualifications is waived for a candidate, require a thorough explanation. Demand consistency across all applicants.

4

### Consider Diverse Educational Backgrounds

Systemic oppression has kept many people in minority groups out of elite schools. For this reason, consider applicants from multi-tier schools. Having a certain university on their degree does not mean a candidate is automatically more qualified for the job.

5

### Use Skills Assessments

Use skills-based assessments in addition to interviews. This gives candidates who are shy or have linguistic or cultural differences the opportunity to show their qualifications even if they can't express them verbally.



**6**

## Don't Count Employment Gaps Against People

From raising children to taking care of ailing family members, there are many reasons for employment gaps. Ask candidates about these gaps and don't assume time off indicates less commitment to the job.

**7**

## Grade Every Candidate on the Same Scale

Use those important qualifications to rate each candidate. Create a clear grading rubric and apply this rating scale during every step of the process from resume reviews to interviews. Average the score given by each member of the hiring team to find which candidates are truly the best fit.

**8**

## Change Job Ad Wording

Requirements like "American experience" and "unaccented English" discriminate against immigrants and minority applicants.

**9**

## Ask Everyone the Same Questions

Structure interviews so that each one is the same. Come up with pre-set questions that are relevant to the job and stick to them. Ask each candidate the exact same questions; don't pick and choose from a longer list.

**10**

## Appoint Bias Interrupter Specialists

Train a few HR professionals or team members to spot bias. Involve them in every step of the staffing process so they can identify examples of hiring discrimination when they see it.



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