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## Suggestions for Using the “Cultural-Awareness Questionnaire”

### Objectives:

- Educate interviewers about cultural norms that may impact how they treat and view a potential employee
- Provide an assessment tool that increases cultural and self-awareness

### Intended Audience:

- HR professionals or affirmative action officers in charge of interviewing and hiring or in charge of educating managers about interviewing and hiring
- Managers who do their own interviewing
- Work team or hiring panel members who interview and pick new hires
- Vice president in charge of HR who wants to educate and sensitize the executive staff

### Processing the Activity:

- If used with a group, pass it out to participants and have them discuss in pairs or small groups.
- Discuss questions in whole-group. Be sure that the last three questions, on overcoming culture barriers, are discussed as well.

### Questions for Discussion:

- What cultural behaviors or values surprised you?
- Which of these behaviors are most troublesome for you?
- How do you interpret these behaviors? What makes them problematic?
- What changes are you willing to make in your own interviewing?

### Caveats, Considerations, and Variations:

- HR professionals or affirmative action officers can give this to managers of people who need it and discuss it one-on-one. It can be a useful coaching/teaching tool.
- You can make this tool more culturally specific if you are trying to educate your staff to deal more effectively with a particular consumer or employee base.