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Suggestions for Using “Interviewing Assumptions and Biases”

Objectives:

- Identify biases or assumptions in areas of language, communication, style, etiquette, and social values that impact the interviewing and selection process
- Determine where biases can sabotage hiring and recruitment efforts

Intended Audience:

- HR professional or affirmative action officer in charge of recruiting
- Manager in charge of recruiting
- Work team that hires its own team members
- Vice president of HR who wants to coach particular managers

Processing the Activity:

- This can be used with teams who hire their co-workers or by HR professionals who want to coach a manager one-on-one. In either case, it needs to be filled out first.
- If a team uses this to broaden its awareness of biases, a facilitator would ask team members to share in pairs first, then discuss as a whole group.
- A group discussion would follow.

Questions for Discussion:

- Use the five questions in the questionnaire to guide your discussion, focusing on four areas: (1) language, (2) communication style, (3) etiquette, and (4) social values.
- All five questions are important, but ultimately, numbers 4 and 5 need to be discussed fully: What differences are a problem? What does this mean I (we) need to do differently?

Caveats, Considerations, and Variations:

- Like all the tools in this chapter, this can be used with a group, but it can also be very helpful in coaching managers one-on-one.