

# FAIR HIRING 101

## A Guide to Job Interviews: Assessing Candidates Fairly

Fair Hiring 101 is an infographic series to support your organisation in the journey towards building fair and merit-based workplaces.

### Here are 6 best practices for conducting a fair job interview across each stage:

#### Before the interview, be prepared



1

#### Shortlist candidates objectively

Review all applications to identify candidates who meet the job requirements listed in the job advertisement.

#### Reduce potential unconscious bias

Appoint an interview panel with diverse characteristics (e.g. age, gender, experience) and ensure they are trained in conducting fair interviews.

2



#### During the interview, communicate clearly

4

#### Be transparent about the job requirements

Convey expectations and requirements clearly (e.g. job requires frequent overseas travel).

#### Ask questions related to the job requirements

Avoid asking discriminatory questions. Explain your reasons clearly and sensitively if you must ask questions that may be perceived as discriminatory.

3



#### After the interview, evaluate fairly

5

#### Review the interview

Revisit the interview evaluation form and discuss with the interview panel for evaluating the candidates.

6

#### Document the evaluation process

Keep proper records for a minimum of one year, in the event of a dispute or misunderstanding.



A fair job interview significantly increases the likelihood of selecting the best person for the job.



#### Increased productivity

Employee has the right skillset



#### Reduced turnover

Employee is aligned with the job expectations



#### Manpower and cost savings

Arising from low attrition rate

Find out more about conducting a fair job interview [here](#).

