

## 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:



**Shortlist candidates objectively** 

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



Before the interview, be prepared



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.



a the interview

During the interview, communicate clearly

Be transparent about the job requirements

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

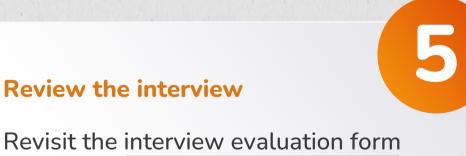
Ask questions related to the job requirements

Avoid asking discriminatory

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



After the interview, evaluate fairly



and discuss with the interview panel for

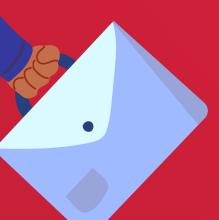
evaluating the candidates.



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.