

# Minimize bias in the interview process

Though it can be a hard truth to admit, the first step to banishing bias is to acknowledge your own biases. Check off the items below to ensure the interview process is as objective as possible.

## Identify your red flags

While preparing for the interview, identify any red flags before you walk in the room. For example, did you get excited when you saw the candidate was from your hometown? Were you concerned when you noticed they took two years off to care for a child? These are potential bias points; acknowledge them and avoid them.

## Develop clear criteria and stick with them

Have a clear plan going into the interview. Unstructured, casual conversations can be rife with biases and lead to imbalanced evaluations of the candidate. Instead, use structured questions, sample tests, and comparative evaluations for a more impartial assessment.

## Write down detailed feedback

Write down the candidate's responses immediately. This will help you remember all their answers accurately rather than just ones that personally appeal to you.

## Host a debrief meeting to discuss your feedback

Bring the interviewers into one room with the recruiter to share thoughts. This will help you get a more holistic view of the candidates. The debrief also serves as a space to examine and defend your choices.