

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.

2

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.



During the interview, communicate clearly

3

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.

4

Be transparent about the job requirements

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



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](#).