

Stage 1: Preparing to Interview

I created a structured interview guide to ensure a consistent and fair process among candidates. An interview guide should include:

- ✓ An introduction that explains how you will spend your time during the interview and introduces interview panel members.
- ✓ Questions based on the requirements of the job. Do not include questions that aren't relevant (i.e., "If you were a tree, what kind of tree would you be?") or that are personal and could infringe on human rights legislation (i.e., "What kind of disability do you have?" or "Are you married?").
- ✓ A scoring matrix with a rating of 1-5 for each answer to a question.
- ✓ Closing (provide any additional information about the job and organization and information about next steps)

I established an interview panel consisting of two to three interviewers to help reduce the impact of unconscious bias in the hiring process:

- This should include the hiring manager and one or two additional interviewers. These could be a manager from another area of your organization or a person on the team that the new hire will work with.
- Include diversity on your interview panel. Diversity can mean experience, role within your organization, age, ethnicity, gender, sexual orientation, disability, etc.

I prepared my interviewers for success:

- Interviewers should be trained on interview techniques and the legal do's and don'ts of interviewing.
- Ensure that interviewers understand the job, the essential required skills (bona fide occupational requirements), and what you are looking for in a new hire (how they will complement the team and add to it).
- Your interviewers should be your best ambassadors regarding your values and culture, including your commitment to IDEA (inclusion, diversity, equity and accessibility).