

A decorative graphic on the left side of the slide, consisting of overlapping yellow and blue curved shapes and several small pink dots scattered around them.

Beyond Bias: Creating Fair and Effective Recruitment Processes



What will be covered

- Why bias free recruitment is important
- Inclusivity at different stages of recruitment
- AI in recruitment
- Monitoring your diversity pipeline
- Summary
- Q&A



Why bias free recruitment is important



A variety of new perspectives



Higher employee engagement and productivity



Better brand reputation



Reduced employee turnover



Hiring based on essential criteria





Inclusivity at different stages of recruitment

Job adverts and job descriptions

Use inclusive language

- Avoid gender-coded and age-biased language
- Be specific: non-literal or figurative language may be confusing

Use skill-based requirements

- Focus on essential criteria
- Focus on what the role involves, and not where someone has worked before

Highlight benefits and workplace culture

- Spotlight benefits that show your organisations inclusivity
- Include a diversity and inclusion statement (if you have one)





Choosing the right application methods

Most common application methods

CVs

- Reveals personal information e.g. candidates' names
- ✓ Use anonymous recruitment to hide personal details

Application forms

- Candidates may feel discouraged if they have to duplicate information that's already on their CV
- Long and too lengthy to complete
- ✓ Keep short and focused, asking essential questions

Cover letters

- Can contain information that leads to unconscious bias
- Can introduce bias related to writing style or confidence rather than ability
- Often seen as burdensome or overly formal
- ✓ Consider skipping cover letters if you're already asking them to do an application form, CV or screening questions



Screening questions

- Skills based questions
- Behavioural questions
- Work-scenario questions
- Eligibility screening questions



Tips to ensure fairness in screening questions

Use instead of long application forms

Don't overload candidates (max of 7 questions)

Stick to essential skills

Be sector inclusive

Be specific in your questions

Use a marking framework





Shortlisting and assessment + interview process

Types of bias



Affinity bias -
favouring
candidates who are
similar to you



Halo effect - letting
one positive trait
influence overall
judgment



Conformation bias
- looking for
evidence that
supports your initial
opinion



Shortlisting and assessments

Focus on essential skills

Create a scoring framework

Assess candidates separately, before sharing scores

Compare like for like

Draw on multiple sources of information



Building a fair and focused interview process

- Diversify your interview panel
- Check with candidates ahead of time about necessary adjustments
- Remote first stage interviews
- Use a set of standard interview questions
- Focus on the value a candidate can bring, rather than box-ticking
- Establish scoring criteria beforehand
- Compare assessments of candidates right at the end



AI in recruitment

- Useful for certain tasks more than others, such as supporting the creation of job descriptions
- However, AI still carries bias and isn't always fully accurate
- Always ensure human oversight for any tasks completed by AI
- Using it in balance can effectively support your recruitment process



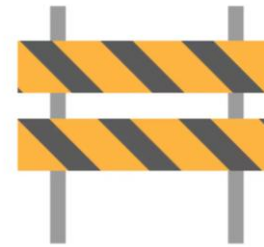
Monitoring your diversity pipeline



Identify who
you're attracting
into your process



Identify how
different groups
are progressing



Remove
potential barriers



Decisions made
on real data, not
assumptions



Summary

Use structured questions and predefined scoring framework

Be consistent: Compare candidates like-for-like

Assess the full picture

Track your data





Q&A

