Incorporating EDI in the Hiring Process

To attract the best talent to your business, it's imperative to avoid unconscious biases in the hiring process. Here are some tips to consider:

1 Objective job descriptions

The words you use to describe the job will impact the kind of applicants you attract. For example, check for overuse of stereotypically gendered words and unrealistic job requirements. Consider which qualifications are required and which would be an asset. Make it clear that you are an equal opportunity employer and encourage diverse candidates to apply.

2 Blind resume reviews

Blind resume review is the process of removing identification details from candidates' resumes and applications. Focus on the qualifications and skills of potential candidates and not demographic characteristics. A blind, systematic process for reviewing applications and resumes will support the inclusion of the most relevant candidates in your pool of applicants.

3 Skills testing

Work sample tests (or skills tests) that replicate the kinds of tasks the candidate will be doing in the job are good indicators of future job performance. Evaluating skills tests from multiple applicants also helps standardize the hiring process and provide a fair comparison of candidates.

4 Structured interviews

Think about the interview while developing the job description, creating questions to distinguish candidates' knowledge, skills, and abilities relative to the job. Ask all applicants the same questions, which will allow your decision to base decisions on informed comparisons about applicants' capabilities.

Source: How Small Businesses Can Reduce Bias While Hiring

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