



Interviewer Guide

1 Center on diversity commitments:

We thrive on diversity. We see diversity of backgrounds and perspectives as essential to learning, discovery, and creation. We strive to remove barriers to access and success, and to build an inclusive community where people of all backgrounds have the opportunity to learn and contribute to our mission. - Georgia Tech Strategic Plan (2020)

We realize that, to achieve our vision for Georgia Tech as a leader in influencing the major technological, social, and policy decisions in the twenty-first century, we must recruit and retain faculty, staff, and students from a wide array of backgrounds, perspectives, interests, and talents. In doing so, we will create a community that exemplifies the best in all of us---our intellectual pursuits, our diversity of thought, and our personal integrity. Our mission to achieve inclusive excellence means unleashing the full potential of Tech's human capacity to create a better, sustainable future for us all.

3 Be careful what you say:

According to the Equal Employment Opportunity Commission (EEOC), discrimination is forbidden from every aspect of employment, including steps in the pre-employment process, such as advertising and recruitment for open positions, application requirements for candidates, and what interview questions are asked. In general, it's important to ask only for information that will be used to make a hiring decision.

That means avoiding topics related to gender, race, family status, age, disability, or pregnancy. Interviewers may need training to fully understand what types of questions could violate labor laws. A question that is intended to be friendly or personable may be interpreted as fishing for information that could be used in a discriminatory manner.

2 Check your biases:

TYPES OF **BIAS IN HIRING**



FIRST IMPRESSIONS
The tendency of an interviewer to make snap judgments about a job candidate within seconds of meeting them.

AFFINITY BIAS
The tendency to want to work with someone who is like us culturally, someone we like, and who we can socialize with.



STEREOTYPE BIAS
Occurs when the interviewer assumes a candidate has specific traits because they are a member of a group.

CONTRAST BIAS
Occurs when an interviewer inappropriately compares candidates to a single candidate.



NON-VERBAL BEHAVIOURS
Placing undue emphasis on things that have nothing to do with the candidate's ability to do the job, such as, loudness, eye contact, firmness of handshake, many of which are culturally determined.

GENDER BIAS
Influence of gender on our assessment of candidates, including a tendency to rate men higher than equally qualified women.



RACE BIAS
Tendency to treat minority candidates differently in interviews and assess them as less competent when the same qualifications are present.

PERSONAL DISCOMFORT
Tendency to allow personal discomfort with a candidate to influence the interviewer's behavior in the interview and their assessment of that candidate.