


# Inclusive Interviewing

 2 hours

When people are trained in how to interview candidates fairly and effectively, the entire company benefits. In this workshop, participants learn how to engineer a well-thought-through interview experience, including creating and selecting interview questions with minimum bias and maximum predictive validity, and how to assess answers and debrief on results. Participants in this workshop also learn how to make candidates feel welcome and included through deliberate nonverbal and verbal cues. Participants practice all skills via role play.

Note: this workshop is customized to match your existing interview process.

Pre-work: Come to this workshop with a role in mind for which you are hiring or would like to hire in the future.

## Membership:

- Skill Up
- Level Up
- Lead Up

## Private Programs:

- Manager CORE 1  Add on
- Manager CORE 2  Add on
- Individual Contributor CORE  Add on
- Senior Leader CORE 1  Add on
- Senior Leader CORE 2  Add on
- Company Wide Initiatives

During this workshop, participants will:

- Understand the role that bias plays in the interview process and how to mitigate it.
- Reverse engineer their goals to identify job criteria.
- Create well-crafted interview questions that exactly target the job criteria.
- Learn how to ask deepeners, clarifiers, follow-up questions, and pivots.
- Understand how to frame and set up a structured interview.
- Learn how to make the interview an inclusive experience (even if you don't want to make an offer).
- Explore openings, using nonverbal cues, making good transitions, handling questions, politely interrupting to keep timing on track, and closing.
- Determine how to put what was learned in this workshop into action in the week ahead.

After this workshop, participants will:

- Identify bias hot spots in their interview process.
- Develop predictive job criteria.
- Help the team discuss candidates in an efficient and fair way.
- Facilitate interviews that provide insight and increase the quality of hiring decisions.
- Create a great candidate experience, even when the person is not being selected.

