

To: [All Hiring Managers and Interview Panel Members]

From: [Name/Human Resources Department]

Date: [Insert Date]

Subject: Commitment to Fair and Unbiased Interviewing Conduct

Dear Team,

As we begin the recruitment process for the [Job Title] position, we wish to remind all interviewers of our commitment to a fair, inclusive, and unbiased hiring process. Our goal is to select the most qualified candidate based solely on merit and professional capabilities.

To ensure compliance with our standards, please adhere to the following conduct guidelines during all interviews:

- **Standardized Questions:** Use the same set of core competency-based questions for every candidate to ensure a consistent evaluation framework.
- **Objective Documentation:** Take factual notes based on the candidate's specific answers and behaviors rather than personal feelings or gut instincts.
- **Avoid Sensitive Topics:** Do not ask questions regarding age, race, religion, gender, sexual orientation, marital status, disability, or national origin.
- **Recognition of Bias:** Be mindful of common biases such as "affinity bias" (favoring someone similar to you) or the "halo effect" (letting one positive trait overshadow objective weaknesses).
- **Evidence-Based Scoring:** Evaluate candidates against the pre-defined job description and essential skills identified for the role.

Every applicant deserves an equitable opportunity to demonstrate their value. By following these practices, we protect the integrity of our company culture and ensure we hire the best talent available.

If you have any questions regarding these guidelines or require assistance with the interview rubric, please contact the HR department.

Best regards,

[Your Name]

[Your Title]

[Company Name]