



Alternative Growth

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P/Strada, LLC

To Think. To Plan. To Win.

Five Ways To Keep Your Interview Bias-Free

Interviewing takes a lot of time and effort. One thing that may be helpful in keeping interviews bias-free is using this 5 step process.

1. **List of questions** – Create a list of questions that you ask each interviewee. Why? You'll be able to compare your candidates "apples to apples" if you ask the same questions. Remember, the goal is have bias-free interviews and this will ensure that happens.



2. **Note taking** – Be sure you have their resume handy and feel free to scribble down info that stands out to you as your interviewee speaks. You'll not remember as much as you think. Plus, if you conduct numerous interviews of the same questions, they will begin to run together.

3. **Comparison chart** – Don't skip this step! Make a chart of the key characteristics you want in a new employee. Then place your top candidates into the chart based on whether they qualify for each area.

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Three Strategies For Winning That Big Promotion

Most of us have been in a situation where we've seen someone in our workplace get a promotion that we were hoping to earn. Maybe they have worked for the company for a less amount of time than you have, or possibly you feel that they aren't as deserving of the promotion because you are better qualified for the job. Either way, you don't think that they should have been awarded the promotion. How did they get noticed enough to receive the promotion? Here are some things that you can do to stand out and finally win that big promotion.



Don't be the Lemming and Follow Your Peers

You won't stand out in your job if you just follow the crowd. Performing at the same level of everyone around you will not cause you to be chosen for a promotion. Unfortunately, even if you are the best in your group, you may not have shown yourself as an outstanding individual. In order to get the promotion you desire, you will have to come up with ways to separate yourself from those around you and break away from following what your peers are doing. When those around you are constantly complaining about their jobs, separate yourself from that negativity and set your mind on productive efforts for your job. Adopt the mindset right now of being a leader in your company and do not fall into the pack of lemmings.

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One Minute Ideas



Patrice Manuel, CEO/Senior Principal of P/Strada, LLC

Self-Esteem At Work

Whether for yourself or others, working to enhance self-esteem is always worthwhile. Here are five ways to motivate people whose self-esteem is not high:

- ✓ Set goals with a clear payoff. Provide a payoff and a reward to encourage people to work further.
- ✓ Don't blame individuals for problems. Show them how to overcome external problems and help them differentiate the external issues from their own competence.
- ✓ Be supportive. People need to be part of a team and feel accepted. Create a positive work environment.
- ✓ Minimize conflicts and ambiguity. These create stress and keep workers from striving for more.
- ✓ Set goals carefully and give people proper training for tasks. ♦

Source: *Self-Esteem and Work*, by Dr. Joel Brockner



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4. **Explain your decision** – After you have interviewed, taken notes and used a comparison chart you need to make a decision. Which candidate is right for the role? You'll need to be able to explain your decision and maybe even justify it to others in the company.



5. **Second interview** – Once you are able to explain your decision, ask someone else in the company to do a second interview of your top candidates. You want to make an unbiased interview decision, so involving someone else is a good way to ensure that.

Two heads are better than one and you can discuss the candidates together after the second round of interviews.

Putting a process in place will help you to be more bias-free during your company's interview process. Making a list of questions, taking notes, comparing candidates, justification and a second interview are essential to getting an interview standard in place. ♦

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Find a Project to Take On

If you really want to stand out in your position, you should find a project that you can do that is outside of your assigned tasks. When you take initiative to do work that is not normally a part of your job, it will give a great impression on those in positions above you. This shows that you have the leadership qualities that will be vital to the company when they award you a big promotion.

Step Outside of Your Comfort Zone

In order to have notice taken of you in your company, it is important that you step outside of your comfort zone. It is easy to get comfortable in your tasks and people you spend time with. Instead of doing the same things in your company that you have always done, it is time to make relationships with people you wouldn't normally approach, and take on tasks that aren't part of your wheel house. When you break free from the mold, those in leadership over you will see your abilities more clearly.

Just be sure to stay patient in the process and don't get discouraged. If you always make yourself stand out by taking on new tasks and making new relationships with others, then when the opportunity for promotion comes along, you will be taken seriously. ♦

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