

Design an Interview Process for a Small Business

Scenario

Imagine you own a small business and need to recruit one new employee. Your group must design a simple interview process that helps you select a suitable candidate fairly.

Step 1 - Define the Job Role

Business type	
Job title	
Main responsibilities	
Three essential skills/qualities	
Any experience or qualifications required	

Step 2 - Create Three Interview Questions

Question	What skill/competency does it assess?	What would a strong answer include?

Step 3 - Develop a Simple Scoring System

Use the same scoring system for every candidate.

Score	Description	What this might look like
1	Weak	Little or no relevant evidence.
2	Limited	Some relevant evidence, but lacks detail.
3	Good	Clear and relevant evidence that meets the requirement.
4	Very Good	Strong evidence with a clear example and outcome.
5	Excellent	Detailed, highly relevant evidence with clear impact or learning.

Step 4 - Ensure Fairness and Inclusivity

Identify at least three measures you would use to make the process fair and inclusive.

Fairness / inclusion measure	Why is this important?

Final Check

- ☐ Are all candidates asked the same core questions?
- ☐ Are candidates assessed against clear job-related criteria?
- ☐ Have you considered how to reduce unconscious bias?
- ☐ Is the process accessible and inclusive?
- ☐ Could you explain and justify your final hiring decision using evidence?