

# Template 3: Bias-Free Interview Question Bank

## Assessing potential, not polish

**Purpose:** To support SMEs to run **fair, structured interviews** that allow candidates from all backgrounds to demonstrate capability and motivation.

### How to Use This Bank

- Ask the same core questions to all candidates
- Focus on examples, not confidence or fluency
- Allow time for thinking and clarification
- Avoid “trick” or overly abstract questions

### Motivation & Interest

“ What interested you in this role or type of work?

“ What do you hope to learn in your next role?

### Responsibility & Reliability

“ Can you tell us about a time you had to manage your time or meet a deadline?

“ How do you make sure you turn up on time and complete tasks?

### Learning & Adaptability

“ Tell us about a time you had to learn something new.

“ What do you do when you're not sure how to do something?

### Teamwork & Communication

“ Tell us about a time you worked with others to get something done.

“ How do you prefer to receive feedback?



## Problem Solving (Entry-Level Friendly)

“ Tell us about a small problem you noticed and helped to fix.

“ What would you do if you made a mistake at work?

## Values & Work Ethic

“ What does doing a good job mean to you?

“ What helps you stay motivated?



## Optional Task-Based Assessment (Recommended)

Replace or complement interviews with simple tasks.

### Examples:

- Respond to a mock customer email
- Organise a short list of tasks
- Explain how you would approach a simple problem

## Questions to Avoid (Common Bias Traps)

**X** Where do you see yourself in five years?

**X** Tell me about your professional network.

**X** What companies have you worked for? (unless essential)

**Mentor Tip for SMEs:** Confidence in interviews often reflects exposure, not ability. Look for willingness to learn, reliability, and potential.

