



## SEVEN MISCONCEPTIONS ABOUT UNCONSCIOUS BIAS TOOL

# ELIMINATE BIAS FROM YOUR HIRING PROCESS

How many of these best practices do you do regularly? This list is nowhere near exhaustive. If you can check off most of these habits and strategies, then you are on your way to hiring the best possible employee to join your organisation.

### HIRING ASSESSMENT

#### □ I search and tap diverse recruiting sources.

**EXAMPLES:** Posting on group-specific job boards (e.g., Veteran Job Listings and Women Who Code); recruiting at community colleges; asking diversity-minded peers to forward the job posting to their networks; soliciting sourcing tips from other diversity-minded hiring managers.

#### □ I develop an interview and evaluation protocol for each role.

**EXAMPLES:** Creating an interview guide with situation- or behaviour-based questions; devising a candidate evaluation form that includes competencies evaluated and scoring recommendations.

#### □ I give instructions and training to all interviewers.

**EXAMPLES:** Briefing the interview team on what you're looking for with this hire; providing them with an interview guide and evaluation form; instructing them to take notes during the interview and provide evidence to back up their assessments.

#### □ I reflect on how cultural stereotypes or my personality may colour my evaluations.

**EXAMPLES:** Questioning cultural presumptions about certain roles (e.g., good salespeople are extroverted) and personal preferences (e.g., "I'm blunt, so anyone on my team should be, too") that may cause you to overlook the best candidate.

#### □ If "culture fit" is a hiring criterion, I define what that means (and doesn't mean).

**EXAMPLES:** Specifying that it means someone who shares core company or team values (with those values reflected in the interview guide and evaluation form) rather than "someone you'd want to get a drink with"; explaining that you're looking for candidates who will add value to or help advance your team culture rather than conform to it.