

Bias Checklist for Hiring & Promotion

Before evaluating candidates for a position ensure the following:

- We have advertised or disseminated the job opportunity to a diverse population
- We have clearly established the qualifications required for this position
- The makeup of the group that will evaluate candidates brings diverse perspectives
- We have accounted for the group's potential bias

Corrective Action:

Before evaluating candidates for a position ensure the following:

- We have applied the same standards to evaluating the qualifications of every candidate (for example, if we we're weighing attitude, experience, skill set, natural aptitude or some other factor in the decision are we weighing this factor to the same across all candidates?)
- We have thoroughly considered for the diverse perspectives of the evaluation group
- We have identified the qualification gap between the candidate we would like to hire and the other candidates we have considered for this position

Corrective Action: