

## SLAC's Bias Mitigating Checklist

Diversity & Inclusion @ SLAC

**Bias is an error in decision making** based on past socialization and experiences

### When bias affects the selection and evaluation of talent

- ✓ Searching for potential candidates
- ✓ Writing Job Descriptions
- ✓ Requesting committee membership
- ✓ Reviewing resumes
- ✓ Evaluating interview responses
- ✓ Providing feedback on candidates during interview round-ups
- ✓ Providing developmental feedback
- ✓ Writing performance evaluations
- ✓ Speaking in calibration meetings
- ✓ Writing advocacy or sponsorship statements
- ✓ Making endorsements
- ✓ Writing Letters of Recommendation

### How to mitigate bias and establish an even playing field

#### Clarify criteria to establish an equal bar for evaluation...

- Discuss and define criteria and process in advance
- Focus on top criteria and discard unnecessary criteria
- Agree to the insistence of universal application against criteria

#### Consider what biases may be present during evaluation...

- Recognize gender, race, age, and other diverse factors of individuals being evaluated
- Look and Listen for an imbalance in language when people are described
- Notice when a “higher bar” or “pass” is potentially being applied

#### Check evaluations against criteria to mitigate biases and hold all people to the same standards of assessment...

- Block undue criticism of personality, style and other personal factors
- Ask what pre-defined criteria is being referenced when bias may be affecting evaluation
- Evaluate assessment specifics against pre-defined criteria equally for all people

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