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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Primary Sources:
Clayman Institute at Stanford University