

# Eliminating Bias Worksheet

## Organizational Bias Worksheet

This worksheet will help you become aware of bias within your organization and create a plan to make positive changes. This worksheet will work for all types of bias, including ageism.

### Organizational Bias Worksheet

**What diverse groups are likely to be employed in your organization?** Use your area's demographic information as a guide. Consider groups that are not currently employed by your organization but should be considered, such as persons with disabilities.

**What special requirements or accommodations do these groups have?** For each group listed above, write down a list of the requirements or characteristics they may have.

**Are these needs addressed in your policies, procedures and processes?** Look for ways that people from these groups might have problems working in your organization. These problem spots are where bias exists.

**How can your organization's systems be changed?** Based on the difficulties you identified, how can your systems be changed to allow welcoming access to diverse people?

**Create a plan.** Once you identify biases and solutions, make an action plan and set goals to create a diverse and inclusive organization.

Take the time to look for and remove any biases from your recruitment processes. You don't want to risk losing great candidates by not being inclusive to the youth you interview.

- Do you have documented standards for hiring?
- Is your application process simple and easy?
- Do you use common, clear language throughout the process?
- Did you share your recruitment and assessment process with each candidate?
- Is your screening process based on the job description?
- Do the people involved in the screening process know how to avoid bias?
- Could you include younger employees on the interview panel?

## Ensuring a Bias-Free Selection Process Worksheet<sup>1</sup>

Use this worksheet to assess bias in your hiring process. You should do further exploration if you answer “no” to any of the questions, to look for opportunities for improvement.

<b>Bias-Free Selection Process Worksheet</b>
<b>Do you have a clear set of guidelines for selection practices? Yes / No</b>
<b>Are interview questions, tests and other screening tools based on the job description? Y / N</b>
<b>Have you included any qualifications not needed for the job you are recruiting for? Yes / No</b>
<b>Have you considered the different ways that the work can be done to achieve the desired results? Yes / No</b>
<b>Did you provide candidates with consistent, clear and adequate information about the assessment process – before or after the selection process? Yes / No</b>
<b>Have your interviewers been trained to interview Aboriginal or immigrant youth? Yes / No</b>
<b>Are interviewers willing to use simpler language or repeat themselves? Yes / No</b>
<b>Do interviewers avoid figures of speech, slang or jargon? Yes / No</b>
<b>Do interviewers keep an open mind? Yes / No</b>

**Do interviewers remain nonjudgmental about superficial traits such as appearance, age and manners? Yes / No**

**If you are using an interview panel or selection board, are younger people included?**

Yes / No

<sup>1</sup> Source: Adapted from The Conference Board of Canada (2005) *Business Critical: Maximizing the Talents of Visible Minorities – An Employer's Guide* available at <http://www.conferenceboard.ca/e-library/abstract.aspx?did=1198>.

## Personal Bias Worksheet

Use this worksheet to help individuals become aware of personal bias and the impact it may have on others. It will also help you analyze where bias comes from, learn what assumptions might be impacting you and your workplace and promote awareness.

*To get started, carry a notebook with you for a few days. Write down the first thought that comes to you when you encounter a member of a diverse group. Then ask yourself, "Would I feel the same way if this person were just like me?"*

*Then fill in the table below.*

Personal Bias Worksheet
<b>Your personal biases:</b> List some beliefs you hold about different groups of people.
<b>Impact of bias:</b> Select three of the above biases that you feel are the most damaging. What impact could these biases have on your workplace?
<b>Analyze the Foundation:</b> Where might you have learned or developed these biases? Do other people you know conform to the same bias?
<b>Learn:</b> List the different groups within your organization. Speak to people from these groups and learn as much as you can about them.
<b>Promote Awareness:</b> List some things you can do to promote an awareness of cultural differences in the workplace.