Unconscious Bias Checklist for Organizations

Use this checklist below to determine the steps you and your organization need to take to prevent unconscious bias.

✓ Determine which types of biases are most likely to affect your organization. Engage all employees in making this determination as a collective.

✓ Rework job descriptions and update hiring practices to prevent biases (*Example: Remove name and gender prior to reviewing resumes.*)

✓ Let data inform decisions. What is the makeup of your management and leadership teams? If certain teams are homogenous then biases need to be examined with regards to employee promotion.

✓ Create opportunities for employees to engage in dialogue about decisions that may have been made due to unconscious biases.

✓ Create accountability measures to monitor and intervene when decisions are being made due to bias.

✓ Set diversity and inclusion goals for hiring, retention, and promotion.