

### Fair Hiring Checklist:

- 1) Advertise your vacancy in additional places beyond the locations that HR advertises for you. Some ideas are to advertise with your professional listservs, professional organizations where you have a membership, to those you have networked with at conferences, etc.
- 2) Use a search committee or interview committee. Hiring decisions made by a group of people are considered to be more objective and fair.
- 3) Use a search committee that is diverse including participants of different race, ethnicity, sex, age, profession, etc.
- 4) Ask questions that are designed to gain information into an interviewee's experience and knowledge regarding the essential functions of the job.
- 5) Include in the interview questions an inquiry related to diversity in order to gauge the applicant's appreciation and commitment to diversity; such as, "Please describe what you have observed to be the advantages of working in a diverse workforce and what you have experienced to be some of the challenges?"
- 6) If the position you are interviewing for has been identified as an under-utilized position for women or minorities, the hiring manager/search chair should apprise the interview committee of this fact during the initial search committee meeting.
- 7) Once questions have been identified to ask the interviewees, only ask those questions of each candidate to assure all interviewees are getting equal opportunity during the interview process.
- 8) Use Human Resources "Hiring Toolkit for Hiring Managers" that they provide to each hiring manager at the beginning of the hiring process.
- 9) Ask a neutral Human Resources recruiter to do reference checks for the search committee to assure consistency and objectivity.
- 10) Take several Implicit Association Tests (IAT) to identify where your own personal biases are so that you are aware of your own biases and you can compensate for them during the interview process.
- 11) If you cannot put your finger on why you like an interviewee, ask yourself if unconscious bias is at play. Often we have good feelings about an interviewee that are not based on the legitimate business criteria related to their answers to questions or qualifications but rather are based on our unconscious biases against or for an interviewee.