

Strategies for Minimizing Bias and Assumptions

Goal: Ensure a fair and thorough review of applicants, and understand and minimize the influence of unconscious bias.

Unconscious Bias:

- Recognize that you are subject to the influence of bias and assumptions.
- When humans take in information, we categorize it in order to organize it quickly and make quick judgements which also leads to unconscious biases.
- Remind yourself that most people are trying to minimize the impact of their unconscious biases.
- It takes work to recruit and review a more diverse applicant pool.

Unconscious Bias in the Search Process:

- When evaluating candidates, we can be led astray by our tendency to categorize people as common stereotypes and assumptions lead to role expectations and assumptions about competence.
- The more information known about the applicant, the less likely bias will come into play. Missing information results in providing our own assumptions.

Benefits of Diversity:

- Diverse groups are more productive and more likely to engage in a higher level of critical analysis.
- Diversity brings new approaches and perspectives.
- Diversity benefits all students' achievement and retention, both from the majority and underrepresented backgrounds.
- The greater the number of diverse employees, the easier it will be to recruit diverse candidates.

Strategies to Minimize Bias:

- Develop and prioritize a priority criteria prior to evaluating applicants. Determine the minimum bar for all criteria and the system that you will use to evaluate.
- Spend sufficient time and attention evaluating each applicant as an individual.
- Use inclusionary rather than exclusionary decision-making.
- Hold yourself and each member of the search committee accountable.