

# *Hiring Best Practices*

## ***Avoiding Implicit Bias & Hiring a Diverse Workforce***

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# *Why Does it Matter*

- Diversity of Organization
- Diversity of Ideas
- Administrative Suits/Actions
- Lawsuits
  - Use of implicit bias experts in lawsuits

# *Hiring Best Practices That Limit Bias*

- Start at the foundation:
  - Job Descriptions
    - What is necessary v. desired
    - Physical, operational, and personality traits/requirements
  - Advertisement
    - Is the language you are using attracting a diverse audience?
  - Hiring Team

# *Hiring Best Practices That Limit Bias*

- Choosing who to interview?
  - Experience
  - Name
  - Volunteer/Community Activities
  - Gender
    - Physical Positions
    - Sedentary positions

# *Hiring Best Practices That Limit Bias*

- The Interview
  - Standardized Questions
    - Form/fill in the blank model
    - Different questions/different positions
  - Diverse Hiring Team
    - Within and outside the chain of command
    - What is diversity?
      - Age, gender, political beliefs, socio-economic condition, position in organization, race, national origin, military history/status, sexual identification, sexual orientation

# *Hiring Best Practices That Limit Bias*

- Making the Hiring Decision:
  - Diverse Input/Diverse Results
  - Process in place to limit bias
  - “Not a good fit”
    - Push back, this is not a sufficient reason not to hire someone

# *Should We Have Diversity Goals?*

- Difference between Affirmative Action Program or Policy and Diversity Goals
- Are diversity goals right for your organization?
- For how long?