

RESOURCE SERIES

Equitable Hiring

Diverse experiences and perspectives strengthen teams and organizations. Traditional interview processes leave room for bias to impact decisions, undermine a fair evaluation process, reproduce the status quo, and continue favoring socially dominant identity groups.

Create an Equitable and Accessible Search Process

- Use thoughtful, inclusive language and avoid biased or exclusionary language.
- Offer the opportunity for candidates to list their pronouns, self-identify as a person with a disability, and share any accessibility requests.
- Use a standardized skills-based assignment with uniform prep time for candidates.
- Offer accommodations for candidates who require them. This might include offering alternate formats for assessments or flexible scheduling.

Representation Matters

- Seek candidates who embody “culture add”—new approaches, knowledge, and expertise to allow all to co-create shared growth.
- Utilize an open hiring process and broad outreach efforts. Recognize the self-replicating nature of existing networks and reach out to underrepresented and nontraditional networks.
- Provide opportunities for candidates to share how their lived experiences impact their potential in the role.

Identify and Disrupt Unconscious Bias

- Conduct screening interviews over the phone and use standardized interview protocols and evaluation criteria to ensure uniformity in candidates’ experiences and assessments.
- Group candidates into anonymized groups for general feedback from the decision-makers and present redacted resumes.
- Train the selection group on implicit bias to raise awareness and take steps to mitigate it in the decision-making process.

These strategies help ensure all candidates are treated fairly and welcomed.



Ensuring Accessibility in the Hiring Process

Employer Assistance & Resource Network on Disability Inclusion

Being aware of your biases is the first step to interrupting them.



Implicit Association Test

Project Implicit