CHECKLIST FOR REDUCING IMPLICIT BIAS IN JOB DESCRIPTIONS & ADVERTISEMENTS

- ✓ Does the job description or advertisement contain an imbalance of gendered language? *For example: 'high-powered', 'results driven', 'team player', 'service-oriented'*
- ✓ Have you sorted the criteria for the position into "required" and "preferred" qualifications? Are all of the "required" criteria necessary to do the job or could some be learned on the job?
- ✓ Does the job description and announcement avoid extreme modifiers, such as "unparalleled", "top class", or "stellar"
- ✓ Do any of the criteria reflect assumptions about the kind of person you think can do or should have this job? *For example, does your announcement say you are looking for an assertive leader when other leadership styles would also work?*
- ✓ Have you narrowly defined your criteria and limited your applicant pool? Can you add criteria that would open up possibilities for a wider range of applicants who have the ability to do an excellent job?
- ✓ Have you included criteria such as "ability to work in a diverse department" or "with a diverse range of people"?

Adapted from the National Center for Women & Information Technology (NCWIT), www.ncwit.org