

NOTE: Please print a copy of this handout prior to the session!

Reducing Unconscious Bias in the Hiring Process

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Unconscious Bias Defined

_____, _____, & _____ that affect
our **thinking** and **behavior** in ways that are invisible to us.

3 Types of Unconscious Bias That Impact the Hiring Process

1. Affinity Bias

Sample Negative Impact on Hiring: RECRUITMENT and SELECTION

2. Confirmation Bias

Sample Negative Impact on Hiring: SELECTION and EVALUATION

3. Halo & Horns Effect Bias

Sample Negative Impact on Hiring: PERFORMANCE EVALUATION and PROMOTION

Reducing the Impact of Unconscious Bias on the Hiring Process

1. Be aware of your biases and stereotypes and the impact they have on your interactions.
 - a. Take tests at the _____ website
(<https://implicit.harvard.edu/implicit/takeatest.html>).
 - b. Ask a trusted colleague or friend for _____.
 - c. Identify the unconscious biases that are _____.
2. Actively work to _____ a high quality, culturally diverse workforce.
3. Increase the _____ of decision-makers and methods.
4. Use _____ to evaluate diversity recruitment, selection and retention performance.
5. _____ job descriptions and job postings.
6. Consider implementing _____ employment practices.
7. Create opportunities for _____ to interact on a continuous basis.

Identify 1 step you will take because of today's session that will reduce bias and improve hiring:

Masculine Terms

1. Strong
2. Lead/Leader(s)
3. Analysis/Analyze
4. Individual(s)
5. Decision(s)
6. Driven
7. Competitive
8. Expert
9. Objectives
10. Principles

Gender Neutral Terms

1. Able/Proven/Excellent
2. Head/Manage/Manager
3. Study/Test/Research
4. People/Team Members
5. Choices/Outcomes/Conclusions
6. Inspired/Motivated/Energized
7. Results-Oriented/Enthusiastic
8. Professional/Skilled/Adept
9. Goals/Aims/Targets
10. Values/Beliefs/Practices

Sample Hiring Metrics

Candidate Pool Diversity Percentage

Number of Diverse Candidates

Total Number of Candidates

- Tells you how effective you are at _____ the diversity of candidate pools.

Diversity Hire Percentage

Number of Diverse Hires

Total Number of Hires

- Tells you how effective you are at _____ diverse candidates from your candidate pools (e.g., if your Diversity Hire Percentage is higher than your Candidate Pool Diversity Percentage, you are doing a good job).

Turnover Rate

Number of Terminated Employees

Average Employee Population

- Tells you how effective you are at _____ your employees.
- Allows you to compare _____ rates between different employee demographics and categories.

Dr. Tyrone A. Holmes, Ed.D.

Dr. Tyrone Holmes is a professional speaker, consultant and coach who has spent more than two decades teaching thousands of people to build powerful relationships in diverse settings. He has facilitated over 1,500 live and virtual presentations that have taught participants to reduce the “noise” in their lives, to effectively communicate their messages, to connect with diverse audiences and groups, and to reduce the negative impact of unconscious bias. Dr. Holmes served as a full-time faculty member at Eastern Michigan University in the Department of Leadership and Counseling, and at Wayne State University in the Department of Theoretical and Behavioral Foundations. He is also a Past President of the Arizona Chapter of the National Speakers Association. Dr. Holmes was awarded the designation of eSpeakers Certified Virtual Presenter and most recently, Certified Virtual Host.