

# Awareness is key to resolving unconscious bias in the workplace

## How to create an inclusive and accessible workplace for all



Unconscious Biases have the power to negatively influence the recruitment process and dissuade employers from choosing the best person for the position. This issue affects a wide range of demographics including those living with disability.

In terms of disability, this could be an unconscious assumption that it will be harder to work with someone living with disability, where in fact, employees living with disability, injury or health condition are as, or more, productive than their peers and show superior attendance. What's more, they generate less turnover and fewer workplace injuries than other workers.\*

\*JobAccess

To address unconscious bias, companies must proactively take a structured approach to recruitment that utilises all available information on candidates and avoids ill-informed snap decisions being made.

It's critical for employers to remain open-minded particularly when reviewing applications and CVs to avoid limiting their access to a broader talent pool.

### For more information

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# Tips for removing unconscious bias from the recruitment process



## Make data driven decisions

Making decisions based on fact and data, and not personal opinion is vital. Reconsider the rationale behind an initial decision to establish if all facts were considered or if biases have crept in.



## Standardise the interview process

Structure interviews, so candidates are asked the same set of questions to minimise biases and focus on the factors that matter to the role. Not having a standardised approach during an interview can lead to a preference for people within your own demographics and not necessarily the best person for the job.



## Remove gendered wording

Deep rooted beliefs about gender roles and stereotypes are still prevalent, employers are encouraged to write gender-neutral job vacancies, removing gender specific job titles and any masculine terminology.



## Build an interview panel

Involve other team members in the interview process so there are varied perspectives. This can be very powerful in preventing one another's unconscious biases from rising to the surface, and to keep an open mind in the recruitment process.



## Change up the processes

Blind interviews for instance, are a great example of removing identifying information from job applications, such as name, gender, age, disability, and even schools, in favour of focusing on skills, abilities and experience alone.

Hitting diversity goals improves productivity and performance.

Working towards overcoming unconscious biases assists in reaching this target while saving valuable time in the recruitment process and helping to build an inclusive and accessible workplace for all.

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