

Example 5: Bias Training

WHAT IS THIS EXAMPLE?

This example suggests potential agenda items you could cover when running training with your team on how to run a fair, values-aligned recruitment and selection process of new staff to your organisation.

HOW IS GENDER INCLUDED IN THIS EXAMPLE?

This training highlights the organisation's commitment to achieving gender equality, diversity and inclusion right from the recruitment process of new staff. It can ensure everyone within the organisation who takes part in the recruitment and selection process for new staff understands how they can reduce bias in the process.

WHY IT MATTERS

If you are a small organisation, it is likely that you do not have a dedicated Human Resources team that takes care of recruitment and selection for your organisation. You may instead rely on your existing team to write position descriptions, advertise them through various channels and take candidates through the selection process (e.g. initial CV or application screening, interviews, etc.). If this is the case, it is important for your team to be aware of how they can integrate gender equality into all phases of recruitment and selection.

EXAMPLE (S)

Below is an example of what a training agenda could include. Note: depending on time capacity, this could be divided into several smaller sessions.

Training agenda for recruitment

Topic	Desired outputs/ outcomes	Example structure/content
Writing a job description	Job descriptions that appeal to all genders	How to write a gender accessible and inclusive position description
Creating job advertisements	Job advertisements that appeal to all genders	<ul style="list-style-type: none"> • Visuals • Focussing on skills and experience • Using gender neutral terms
Selecting the right recruitment channels	Recruitment channels that reach all genders	Ensuring that the advertisement and position descriptions are accessible to a gender diverse audience. Instead of only using the company website and online social channels, this can include newspapers, magazines, outdoor media, events, other companies' online groups, etc.
Selection process	A fair and unbiased selection process	<p>Minimising bias and increasing the chances of obtaining diversity from the selection process.</p> <p>Sometimes our biases are unconscious, so conducting awareness training to share common biases that are present in recruitment processes within your context. This can help people involved in the selection process more easily recognise when bias is affecting their judgement. For example, this could include rejecting a person's CV because they took a career gap to take parental leave or assumptions about a woman's capability to do a senior leadership role based on societal norms. It can also include defining clear selection criteria and running a blind selection process. You can also have the candidates perform tasks that showcase their skills.</p>
Conducting interviews	Fair and unbiased interview process	How to conduct interviews to minimise bias
Outsourcing part of the process	Outsourced process that is fair, unbiased and values-aligned	If you're outsourcing recruitment and/or selection to a recruitment agency, provide them with clear instructions in order to avoid discrimination and minimise bias in the writing of job advertisements and in the selection process. Also choose, if available, an agency that is aware of gender equality issues. You can also invite someone from the agency to come take part in your training.