

# Framework 3: Selection Criteria for Team Members

## OBJECTIVE

Remove bias from selection process in order to create equal access to your organisation by all genders, and recruit a more gender diverse team.

## KEY OUTCOME/USES

Strong, predetermined selection criteria that do not promote bias and help you fairly and effectively evaluate candidates with different but equal experiences.

## WHY IT MATTERS

Even if you have awareness of your own biases, it can be very difficult for any person to be aware of and remove all of their biases when selecting a new team member. It is therefore important to shape the selection processes you rely on to minimise bias.

## REFERENCE TO THE MAIN TOOLKIT

Team Recruitment

## FRAMEWORK

1. Review your existing selection processes and look out for the following:
  - How do you currently select new team members? Is there a set of criteria in place? If so, do these promote bias?
 

Agree on the criteria in advance of seeing candidates. This helps you fairly and effectively evaluate candidates with different but equal experiences. Review & amend unnecessary criteria that can promote bias.

To determine if a criterion promotes bias, ask yourself whether that criterion might be favouring one gender over another.
  - How do you prioritise the skills and abilities you are looking for? What do you value most? Is it past experience or certain personality traits that show potential?
 

Prioritise the skills and abilities you are looking for before you interview.
  - How do you currently compare one candidate against another? Is there a clear process in place?
 

Use data and facts to evaluate candidates in the same way. Create a standard evaluation system and metrics and train staff involved in the selection process to use them the same way.
2. Test your new selection criteria and revise as needed.