



How To Reduce Unconscious Bias In Your Hiring Practices

Overview

This course is for **anyone with hiring and talent acquisition responsibilities**, including HR professionals, business leaders, managers, and supervisors. It will deepen your understanding of unconscious bias and help you develop and implement strategies to mitigate the effects of unconscious biases in your hiring and talent acquisition processes.

You will learn how to:

- Recognize assumptions, attitudes, and actions that may be rooted in unconscious biases.
- Create clear, objective job criteria that are based on the requirements of the role.
- Develop and implement a recruitment process that minimizes the impact of unconscious biases.
- Evaluate job candidates equitably.

Downloadable resources include:

- **READING LIST:** Links to useful articles and websites
- **CHECKLIST:** Mitigating Unconscious Bias In the Hiring Process
- **TEMPLATE:** Simple Candidate Evaluation Scorecard
- **TEMPLATE:** Complex Candidate Evaluation Scorecard
- **WORKBOOK:** Exercises to Support Learning

Timeline for Completion

This course will take 2.5 hours to complete.

The Online Learning Experience

- **Start training immediately**, using a computer, smartphone, or tablet.
- **Actively engage in learning**, through interactive exercises, workbook activities, and opportunities for self-reflection.
- **Download a *Certificate of Completion*** as soon as you complete the course.