

Job Applicant Best Practices for Reducing Bias

Many employers are taking steps to eliminate as much implicit bias as possible during the hiring process. Here are some tips for reducing bias in your resume:

Don't:

- ❖ Include a headshot (unless specifically asked for)
- ❖ Include dates for major life accomplishments, such as graduations
- ❖ List prior wages/salaries
- ❖ Send documents that can be easily manipulated (Word, Google Docs, etc.)

Do:

- ❖ Follow all directions outlined in the job posting
 - Employers want to know that candidates can take and follow directions.
- ❖ Send documents in PDF files only
 - PDF files maintain formatting and are more secure.
- ❖ List your Employers in chronological order, most recent on top, with length of service in years and months
 - Dates are optional, as it can create bias.
- ❖ Feel empowered to list child/family care taking in your work experience
 - Good employers understand that candidates can have a “gap” in work experience for a multitude of reasons. Being a caretaker is a skill that employers may consider a part of work experience.
- ❖ Self-identify protected class status as you see fit for employers committed to diversity
- ❖ Limit personal information as needed
 - Marital status, family status, religion, age, street address, etc. Anything that does not focus on the candidate's ability to perform job duties is an opportunity to create bias. Use your cover letter to convey interesting information about yourself as you see fit.
- ❖ If needed, request accommodations for your interview for mobility or communication access
- ❖ If needed, request interview questions in advance
- ❖ Limit social media profiles to private access during a job search