

10-STEP RECRUITMENT & HIRING SELECTION PROCESS CHALLENGE

1. **Complete** the self-check Harvard [Implicit Bias Exercise](#)
2. **Read** and share the article titled 16 types of [Hiring Bias & How to Prevent Them](#)
3. **Advocate** to revamp agency website to add marketing language that attracts diverse candidates.
4. **Share** DEI goals publicly and hold myself and others accountable.
5. **Review** Agency job posting for ageist and/or bias language.
6. **Conduct** a review of my Agency's resume screening process.
7. **Commit** to a selection process training course for agency staff.
8. **Implement** an inclusive rubric tool in the assessment of applicants.
9. **Incorporate** an Interview Panel comprised of – direct peer, cross-functional peer, direct report, and the hiring manager, etc.
10. **Design** hiring goals – targets of growth/ use underutilization expectations (New York City agency CEEDS report) and beyond.