

# Unconscious bias – checklist

**CHEFSACHE**  
Wandel beginnt im Kopf.

## What you can do

- Specify criteria:** If you need to evaluate people, establish clear, tangible evaluation criteria upfront
- Make discussions uniform:** For instance, use uniform interview guidelines in order to give all participants equal opportunities
- Question your own assumptions:** Ask yourself why you consider a certain person competent or incompetent
- Change perspective:** Take on the mental perspective of a person from another social group
- Achieve transparency:** Make individual contributions to team results transparent
- Promote transparency:** Promote transparency regarding performance, including that of others

## What you can do within the team

- Take a systematic approach:** In selecting team members, use previously specified requirement criteria, competence models, or structured interviewing guidelines
- Make decisions jointly:** When setting up decision-making committees, keep diversity in mind and involve others in making important decisions
- Inform others:** Make your colleagues aware of the unconscious bias phenomenon and its impact. Ensure that all team members are “bias-responsible”

You can find more information at [www.chefsache.de](http://www.chefsache.de)

