Unconscious Bias Mitigation Tool: Questions to Challenge Your Thinking

The following tool enables CU Boulder employees to consider their thinking processes while making decisions, thinking about people and matching jobs or tasks with people. The content incorporates material from Catalyst’s edX course, *Unconscious Bias: From Awareness to Action*. Utilize the following questions to aid in mitigating unconscious bias in your workplace. *Permission pending, July, 2018.*

**Decision-Making**

- What information or data do I need to make an objective decision? Do I have this information?
- What does this problem look like from the opposite viewpoint or multiple perspectives? If I assume a "yes," imagine what would a "no" look like?
- Is this a "trust my gut" response? If so, why am I having it?
- Am I relying on gossip or secondhand sources vs. what I have experienced myself?
- Are there gaps in my knowledge about this situation that I'm filling with assumptions or bias?
- Who should I connect with to paint a fuller picture of the situation? What do I want to ask?

**While Thinking about People**

- Is the way I personally feel about this person influencing my decision?
- Why do I have a preference for this person? Do I feel more comfortable with them? Do they remind me of someone?
- Am I feeling or experiencing a lot of emotion (positive or negative) about this person or this choice in relation to this person?
- Why don't I feel positive about this person? Am I judging this person's ability based on some external factors (i.e. appearance or gender) or my compatibility with him or her?
- What information do I know firsthand about this person, and what information am I getting from other people, such as gossip or hearsay?
- Who do I publicly praise or recognize?

**Matching Jobs or Tasks with People**

- What are the actual skills and requirements needed for this particular job or task? (Focus on the must-haves, not the nice-to-haves.)
- When thinking of what is needed to fulfill a job, am I letting bias enter the decision process by making an assumption about potential vs. experience for all candidates equally?

Adapted from CatalystX:UB1x, Unconscious Bias: From Awareness to Action

[https://www.edx.org/course/unconscious-bias-awareness-action-catalystx-ub1x](https://www.edx.org/course/unconscious-bias-awareness-action-catalystx-ub1x)