

Recognizing and Mitigating Implicit Biases

Job Aid

This job aid is designed to help you identify and address implicit biases in your everyday interactions. The following paragraphs will help you reflect on your experiences and make an action plan to mitigate these unconscious biases.

Identify Implicit Biases

Write down a recent interaction where you felt a bias might have influenced your behavior or actions. For example, you hesitated to ask a question in a meeting because you assumed others wouldn't value your input.

Reflect on the Interaction

What assumptions did you make before, during, and after the interaction? What do you think triggered the response to the situation (e.g. socialization, psychological process, etc.)

Recognize the Type of Bias

Identify the type of implicit biases that are relevant to the interaction (e.g. affinity bias, halo effect, attribution bias, etc.).

Action Plan to Mitigate Biases

Using the table shown below, identify the problem you're facing and what strategies you can use to address a personal bias (e.g. stereotype replacement, perspective-taking, etc.). Additionally, write down how you specifically plan on implementing these strategies.

Example Action Plan:

Problem	I feel hesitant to share my opinion in a team meeting because I feel my input isn't valuable.
Selected Strategies	Perspective-taking
Mitigation Approach	<p>I should consider the diverse viewpoints in the group and recognize the value of my unique perspective.</p> <p>I will challenge the assumption that others won't value my opinion by actively participating in the discussion and expressing my viewpoint confidently.</p>

Your Action Plan:

Problem	
Selected Strategies	
Mitigation Approach	

Additional Notes
