

OPERATIONALIZING EQUITY TO  
TRANSFORM ORGANIZATIONS

# Bias-Free Hiring



**We have a commitment to equity, diversity, and inclusion (EDI), so why aren't we hiring more candidates from diverse backgrounds?**

**Are there barriers in our hiring process? How are personal biases impacting who gets hired? Why do we keep hiring the same type of people?**

Despite a stated commitment by organizations to diversify their workforces, these questions continue to challenge recruitment officers and hiring managers because they have not fully explored the barriers in their organization's hiring and selection processes. Without removing these barriers, organizations cannot make the changes needed to hire for diversity and without bias.

Unlike other training sessions intended to increase participants' awareness of the issues, this series will focus on how to change the hiring process in order to reduce the impact of bias and increase the diversity of candidates that your organization hires.

This four-part series will help participants develop and enhance their skills to transform the hiring and selection process. It will provide practical ways to change the hiring process to comply with equity-related legislation, reduce the impact of bias, and increase your hiring of Indigenous peoples, racialized people, persons with disabilities, 2SLGBTQ+ people, and women. It will also help you hire the best person for the job.



## THE FACILITATOR

**Tana Turner** is the owner and principal consultant of Turner Consulting Group. She is a researcher, consultant, and advocate for social justice and systems change who has worked in the field of equity, diversity, and inclusion for over 30 years and as an independent consultant for 20 years. She helps organizations assess their equity, diversity, and inclusion efforts and supports their ability to hire a more diverse workforce, create a more inclusive working environment, and deliver services that meet the needs of a diverse client population.

### WHO SHOULD ATTEND

This four-part series is designed for recruitment officers, hiring managers, and others directly involved in designing the hiring process in non-profit and public sector organizations.

### THE SESSIONS

Each session includes a 2-hour webinar followed by 30 minutes for participants to ask questions to deepen their understanding. These sessions will be held live and will not be recorded.

### REGISTRATION

Registration is for the entire series of sessions. Group discounts are available for organizations registering 10 or more people at the same time. Please contact us to arrange the discount. Visit [turnerconsultinggroup.ca/webinars](https://turnerconsultinggroup.ca/webinars).

### QUESTIONS?

Contact us at [info@turnerconsultinggroup.ca](mailto:info@turnerconsultinggroup.ca).



## WORKSHOP CALENDAR

**MODULE 1**  
January 26, 2023  
1-3:30 pm EST

### Understanding Unconscious Bias in the Hiring Process

This session will introduce participants to unconscious bias and the sources of these biases. It will help them understand how these biases impact the hiring process and who gets hired. Strategies for minimizing the impact of bias on the hiring process will be shared.

**MODULE 2**  
February 9, 2023  
1-3:30 pm EST

### Ontario Human Rights Code and AODA: Implications for Hiring

This session will explore the implications of the Ontario Human Rights Code and the Accessibilities for Ontarians with Disabilities Act on the hiring process. Do's and don'ts will be shared to ensure the hiring process complies with equity-related legislation.

**MODULE 3**  
February 23, 2023  
1-3:30 pm EST

### Bias-Free Hiring

Building on content presented in the previous sessions, this session discusses how to structure the hiring process to minimize the impact of bias. It will address considerations for the entire hiring process, including job ads, application forms, prescreening criteria, interview questions, and scoring of candidates.

**MODULE 4**  
March 9, 2023  
1-3:30 pm EST

### Hiring for Diversity

This session will discuss how to be more intentional when making hiring decisions. It will discuss how a diversity lens can be applied to the hiring process and hiring decisions in order to create a more diverse workforce—by design rather than by accident.