Hiring Revolution **/ RESOURCE**
A Guide to Disrupt Racism + Sexism

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GUIDE PROTOCOLS FOR HIRING HELPERS → Managing How Race and Gender Influence Your Conversations and Discernment About Job Candidates

You're in the engagement phase of hiring, so your pool gets smaller as you go along. In order to keep people in or remove them from your pool, you talk to yourself and other people about **what makes you prefer one candidate over another.**

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These seemingly casual conversations in the in-between moments of a hiring practice
can inadvertently do the most damage because our preferences for
whiteness and masculinity lurk just under the surface.

Unless we make a plan to mitigate them and re-pattern the way we discuss candidates,
we risk falling into the old traps of baked-in preferences for whiteness and masculinity.
You can't be too careful in this regard.

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Because **no one operates outside of the structures of bias, racism, misogyny, and preferences**, we can use protocols to help keep our actions aligned with our values.

WHAT ARE PROTOCOLS? They are actions we take on an if/then pattern: If this _____ /then _____. It's a way to plan ahead and prepare for actions we will need to take when likely things happen. Protocols can be used for big and little moments.

Here is one example of how we might discuss, develop, and use protocols to help us Notice, Name, and Navigate when our preferences for whiteness and masculinity rear their ugly heads when we compare and contrast job candidates.

Phase	Who	Goal	Protocol for what is reported or discussed
Application	HR reviews	Meets _Readiness + Value-Add Analysis_ aligned with _RPDR_ goals	_Okay_ → describe as objectively as possible what application elements stood out more than those that didn't move forward _Not Okay_ → talking about an application being stronger because of its formatting, response length, or feeling "relatable" unrelated to the analysis

Phone Screen	HR + Hiring Manager	Understand shared interest between company and candidate. Narrow to a group of people you would be excited to add to the team in alignment with RPDR goals and *Readiness + Value-Add Analysis* you need/want to add	*Okay* → discuss examples they used and how that meets your goals *Not Okay* → giving preference to people who are more expressive emotionally as a way to tell they are more excited—excitement looks different on different people
Live Zoom Face-to-Face	Peers + Hiring Manager	Experience candidate interacting with the actual daily activities Candidate understands your expectations	*Okay* → discussing how their presence would add value *Not Okay* → discussing their appearance or if you could imagine being their friend
Decide	Hiring Manager	Decide between people that could do the job	*Okay* → describing to the team how their specific value-add meets your RPDR *Not Okay* → talking about how everyone is going to "like" them

Question for you: For the stages and roles you lay out, what is okay and not okay at each stage? Why?