ACTIVITY 13.1 | Neutralizing-the-Application-Process Checklist

Answer each of the questions below by putting a check in the column that most accurately reflects your organization.

Questions	Rarely	Sometimes	Often
1. All applicants are given the same information and get their questions answered.			
2. When language problems exist, our organization finds a way around them through the use of pictures, interpreters, etc.			
3. Every interviewee for a particular job is asked the same questions. While interview style may change due to personal and cultural differences, the interview process is standard.			
4. Interviewers avoid prejudging applicants based on appearance.			
5. Interviewers don't jump to conclusions about someone's ability to do the job based on race, gender, age, ethnicity, or physical ability.			
6. Interviewers and managers recognize and compensate for their own hiring preferences.			
7. Applicants are interviewed by a diverse team.			
8. There is a male/female mix on the interview team.			
9. Interviewers are aware of cultural "hot spots" and try to avoid issues that may offend applicants.			
10. Written application questions have been tested for cultural bias and ease of understanding.			

How To Score the "Neutralizing-the-Application-Process Checklist"

For each Rarely answer, score 1 point. For each Sometimes answer, score 2 points. For each Often answer, score 3 points.

1. _____   3. _____   5. _____   7 _____   9 _____

2. _____   4. _____   6. _____   8._____   10._____

Total: _____

Interpretation

Warm	27-30 points	Your organization has an applicant-friendly environment, warm and open to differences. You are successfully creating a neutral application process.
Temperate	21-26 points	Your organization is making progress in neutralizing the application process but you've got a way to go. Don't rest on your beginning accomplishments.
Cool	10-20 points	Yours is a cool organization, not applicant-friendly. Diverse talent will pass you by. If you want to remain competitive in this labor pool, start making your application process more friendly

Use this information as a starting point. Your one-point answers will give you some clear indications of where your organizational Achilles' heels are in the interview domain. That can be the beginning of some helpful and necessary changes. For example, most people try to avoid judging others by appearance but it is difficult to do. Question #4 also could be the start of not only good conversation but some important actions that might bring change to the process.