My Bias Checklist

Use this checklist to catch the most common ways bias slips through.

1. Did I mark someone too low?
   - Did I “unconsciously demote” them?
   - Did I assume they’re incompetent?
   - Did I not hear or listen to their ideas or suggestions?
   - Did I not respond to them quickly/at all?
   - Did I express in some way that they are lower status than they actually are?

2. Am I upset because someone seems to be marking themselves too high? That they “don’t know their place” and are “above themselves”?
   - Am I uncomfortable that they are acting and speaking with authority even though they belong to a “lower status” group?
   - Do I feel like they should be more subordinate in their behavior?
     For example, that they should:
     o Not give orders
     o Talk less
     o Not disagree with people “above them”
     o Not speak with directness?

3. Did I act like someone is a marginal or an outsider when they are actually central or an insider?
   - Did I forget about someone or some group and their needs or perspectives?
   - Did I act like all people in their group are the same?
   - Did I confuse one person for another?
   - Did I keep on highlighting the ways they are different from me and my group? And lose track of the ways they are similar to me and my group?
4. Did I get upset because someone acted like an insider but I felt like they didn’t belong?

5. Did difference make me uncomfortable so I chose someone more like me?

6. Did I forget to do both steps in perspective taking?
   - Did I stop with the role switch?
   - Did I think “I wouldn’t mind if it happened to me?”
   - Did I forget to take into account their different lived experiences and perspectives?
   - Am I dismissing their reaction by saying to myself that they are over-reacting and over-sensitive?

7. Did I focus on my intentions and ignore my impact?
   - Am I trying to convince someone that I didn’t actually hurt or upset them?
   - Am I telling someone that because my intentions are good, my negative impact doesn’t matter?

8. Am I angry that someone called out something I said or did that was biased?
   - Do I think it’s their fault that I’m angry?
   - Do I think they need to be more careful of my feelings?
   - Do I think they were wrong to point out my expression of bias?