Recruit, Retrain, Retain Checklist:

De-biasing policies, procedures, and people

☐ **Check your AI** for ageist language
Consider utilizing tools like Textio, an automated job-listing writing platform that highlights biased language and helps you steer clear.

☐ **Audit** your hiring and interview process

☐ **Remove** discriminatory language from job descriptions ie: "new grads" or "years of experience" requirements.

☐ **Implement** inclusive recruitment practices and "age-blind" hiring processes.

- *Studies show that when resumes are submitted online, there's a better chance of an older candidate making it to the first round of interviews.*
- *But, once they interview in person, bias kicks in, and they are more often rejected.*
- *Standardize the interview process and ask everyone the same, position-focused questions.*

☐ **Train** all employees in <u>age-inclusive interviewing,</u> whether or not they are hiring managers – they may soon be, and everyone should have this skill.

☐ **Create and enforce** policies to combat age discrimination across the spectrum.

☐ **Ensure** your own brand looks, feels – and is – age inclusive (who is represented on your website and socials, etc.?)