



The SEEDS Model® Job Aid

 <p>Similarity Bias <i>I feel more comfortable with people like me.</i></p>	 <p>Expedience Bias <i>If it feels right, it must be true.</i></p>	 <p>Experience Bias <i>My perceptions are accurate.</i></p>	 <p>Distance Bias <i>Close is better than far.</i></p>	 <p>Safety Bias <i>Bad is stronger than good.</i></p>
<p>Context Triggers:</p> <ul style="list-style-type: none"> ✓ Hiring & promotion ✓ Project assignment <p>Behaviors indicative of potential bias:</p> <ul style="list-style-type: none"> ✓ Favoring individuals who have similar work experience ✓ Favoring individuals with whom you have mutual relationships <p>To mitigate Find commonalities</p> <p>In-the-moment</p> <ul style="list-style-type: none"> ✓ Create shared goals ✓ Focus on similarities ✓ Remove distinguishing features from X <p>Preventative measures</p> <ul style="list-style-type: none"> ✓ Deliberately consider others for a stretch opportunity ✓ Remove name and alma mater from resume ✓ Outline project- or role-specific criteria 	<p>Context Triggers:</p> <ul style="list-style-type: none"> ✓ Looming deadlines ✓ Speedy/in-the-moment decision-making <p>Behaviors indicative of potential bias:</p> <ul style="list-style-type: none"> ✓ Relying on who or what comes to mind the fastest or the most frequently <p>To mitigate Paint a complete picture</p> <p>In-the-moment</p> <ul style="list-style-type: none"> ✓ Explore odd ideas ✓ Break the decision-making process into chunks ✓ Take additional time <p>Preventative measures</p> <ul style="list-style-type: none"> ✓ Make a list of skills needed ✓ Prioritize options against set criteria 	<p>Context Triggers:</p> <ul style="list-style-type: none"> ✓ Past collaborations ✓ Procedural familiarity <p>Behaviors indicative of potential bias:</p> <ul style="list-style-type: none"> ✓ Engaging in like-minded thinking with like-minded others ✓ Always asking your go-to person <p>To mitigate Get other perspectives</p> <p>In-the-moment</p> <ul style="list-style-type: none"> ✓ Get multiple opinions ✓ Deliberately consider someone's expertise and interest ✓ Imagine another point of view <p>Preventative measures</p> <ul style="list-style-type: none"> ✓ Build in time for other reviews ✓ Designate a process for obtaining other information 	<p>Context Triggers:</p> <ul style="list-style-type: none"> ✓ Remote workforce ✓ Project's timeline and short- vs long-term outcomes <p>Behaviors indicative of potential bias:</p> <ul style="list-style-type: none"> ✓ Overlooking individuals who are remote (e.g., not on camera) ✓ Valuing shorter- rather than longer-term outcomes <p>To mitigate Take distance out of the equation</p> <p>In-the-moment</p> <ul style="list-style-type: none"> ✓ Decide as if the benefits would be yielded sooner ✓ Allot time for remote collaborators and employees <p>Preventative measures</p> <ul style="list-style-type: none"> ✓ Increase time spent with remote workers ✓ Temporarily remove the distance variable ✓ Form teams based on skill regardless of location 	<p>Context Triggers:</p> <ul style="list-style-type: none"> ✓ Organizational changes ✓ Invested effort & resources <p>Behaviors indicative of potential bias:</p> <ul style="list-style-type: none"> ✓ Overweighing potential losses over gains ✓ Holding on to projects that are no longer viable or fruitful <p>To mitigate Decide for someone else</p> <p>In-the-moment</p> <ul style="list-style-type: none"> ✓ Imagine giving advice ✓ Assume the decision is made ✓ Consider how much data you need to offset risk <p>Preventative measures</p> <ul style="list-style-type: none"> ✓ Compare concerns to long-term goals ✓ Evaluate opportunity in a decision