

Self- Assessment for everyone involved

To ensure that everyone is conscious of the diversity principle throughout the assessment process here are some questions to ask when drawing up criteria, assessment procedures, assessing applications and asking questions at interview:

- **Underlying assumptions**

What underlying assumptions am I making about potential applicants and those who have applied? What assumptions do the questions I plan to ask make about the person answering this question? Are any of these assumptions (culturally) biased?

- **Bias**

Do the criteria I am setting and/or the questions I am asking suit some applicants more than others?
Can I offer alternatives?

- **Stereotyping**

Do the planned questions portray certain groups uniformly in having certain aptitudes, interests, occupations or personality traits?

- **Terminology**

Is the terminology used acceptable?

As always these questions are not exhaustive, and awareness of diversity should not be limited to these issues only. (Many of the points may have been covered in training)

CPANI
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