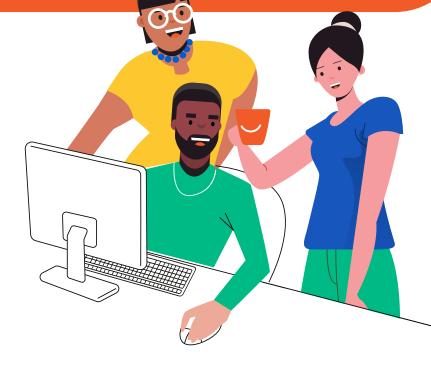


Ways to Reduce Bias in Performance Reviews

Bias in performance reviews can hold back highly qualified employees from reaching their goals and prevent companies from fully utilizing their capabilities. Learn how to identify and minimize its impact on performance reviews.



Common Types of Bias in Performance Reviews

Favor what seems most

Experience Bias

obvious to us, based on what we already know.

Example:

your perception of an employee's work.

Missing information that could enhance

Value what is closest to us. in terms of both space

Distance Bias

and time.

Example:

emphasis on what they accomplish earlier in the review process.

Placing more emphasis on an employee's

most recent achievements and less

Appreciate the contributions of those who are most

like us.

Similarity Bias

Confirmatory Bias

Example:

Example:

whom you have less in common.

Noticing the strengths of people who are

similar to you more than people with

about an employee.

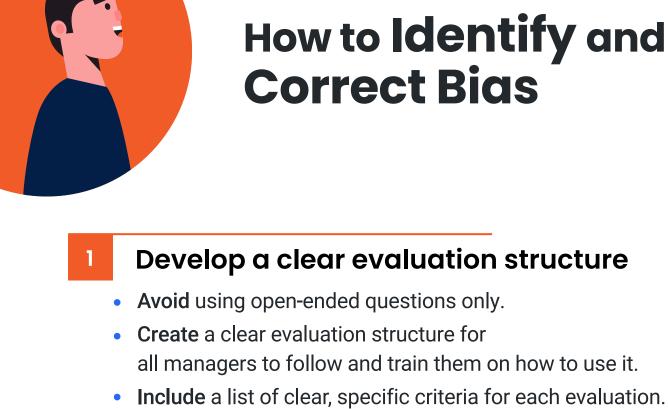
Focus on evidence that

affirms existing beliefs 1

Assuming an employee excels in all

aspects² of the job, after noticing them

excelling in one component of their job.



Did you know?

Develop a clear evaluation structure Avoid using open-ended questions only.

How to Identify and Correct Bias

- to advantage men, leading their managers to perceive them as possessing more leadership strengths than women.
 - Agree on specific goals Define goals³ with employees well before the performance

review to track their progress over time.

so that they're fresh in your mind.

Lack of structure in a performance review tends

what employees did throughout the year. Find common ground

Strive to find common ground all year round so that

each employee becomes part of your "in-group".

Use analytics to track performance and

evaluate employees more objectively.

Review these goals before beginning an evaluation

Keep a log of employee progress to not forget the value of

- Strive to find common ground with each employee. For example, discuss a work-related event that you both attended.
 - Look at performance metrics

Ask HR to review this data, compare it against the results

to determine whether the evaluation is accurate.

Seek input from different people who work with an employee,

Conduct a 360 review 4 to get multiple perspectives and

of the performance review, and discuss any discrepancies

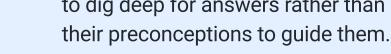
- Gather feedback from multiple sources
 - gain a clearer understanding of how the employee is performing. Ask relevant questions

like direct reports, peers, and clients.

Create questions that will challenge managers to dig deep for answers rather than allowing

Reevaluate your evaluation questions.

Tip



A strong question could ask managers to name three strengths of an employee in a specific area. That way, they won't write lengthy lists of goals for the employees they are biased toward while ignoring the strengths of others.

Made by Primalogik



3. https://hbr.org/2018/06/3-biases-that-hijack-performance-reviews-and-how-to-address-them https://primalogik.com/landing/360-degree-feedback/