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 age-inclusive interviewing, 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.?)