

# BIAS INTERRUPTERS *small steps big change*

## BIAS INTERRUPTERS FOR MEETINGS

### Survey

#### Instructions:

Please indicate the extent to which you agree with each of the following statements using the scale presented for each question.

*Indicate the extent to which you agree/disagree.*

	1 Strongly Disagree	2 Disagree	3 Somewhat Disagree	4 Somewhat Agree	5 Agree	6 Strongly Agree
1. I am interrupted at meetings more than my colleagues.						
2. In meetings, other people get credit for ideas I originally offered.						
3. My suggestions or ideas are respected as much as my colleagues'.						
4. People expect me to be passive and quiet.						
5. I get pushback when I behave assertively in meetings.						
6. I am frequently left out of meetings I should be invited to.						
7. Meetings often take place at locations or during times I cannot attend.						
8. Compared to others, I am often asked to break away from the focus of the meeting to handle support or technical tasks. (Ex. Picking up printing or refilling coffee.)						
9. My ideas are often welcomed and implemented.						
10. I am usually the one arranging meetings, taking notes, and e-mailing colleagues reminders. Skip this question if these duties are part of your job description.						



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### *Survey*

## How Do I Use This Survey?

1. **Circulate this short survey to your team or use it as a self-diagnostic.**
2. **For Self-Evaluations:** Average your responses – the higher your score, the more bias you’re facing. Go back and visit the questions where you cited the most bias. Can you think of specific ways this plays out in your work environment? What tips from our toolkit address your challenges? Don’t forget to reverse-code questions 3 and 9 when you’re calculating, meaning that lower scores indicate more bias. 1=6, 2=5, etc.

**For Group Evaluations:** Average the responses of each participant and analyze the results for demographic differences: do certain groups of people feel that meetings are fair while other groups disagree? This may be an indicator of bias playing out in your meetings. Be sure to look at each question’s average too. Is there a category that shows higher bias than others? Start there. Don’t forget to reverse-code questions 3 and 9 when you’re calculating, meaning that lower scores indicate more bias. 1=6, 2=5, etc.

3. **Help us improve this tool: e-mail us at [feedback@biasinterrupters.org](mailto:feedback@biasinterrupters.org)**