

INCREASING EQUIT AT THE ORKPLACE

RECRUITMENT AND HIRING SYSTEM
TOOLKIT



STEP 1:
CONSIDER VARIATIONS
IN EQUIT



Directors



Workplace Equity is an initiative of the Center for Social Innovation at the BC College School of Social Work.
www.bc.edu/workequity

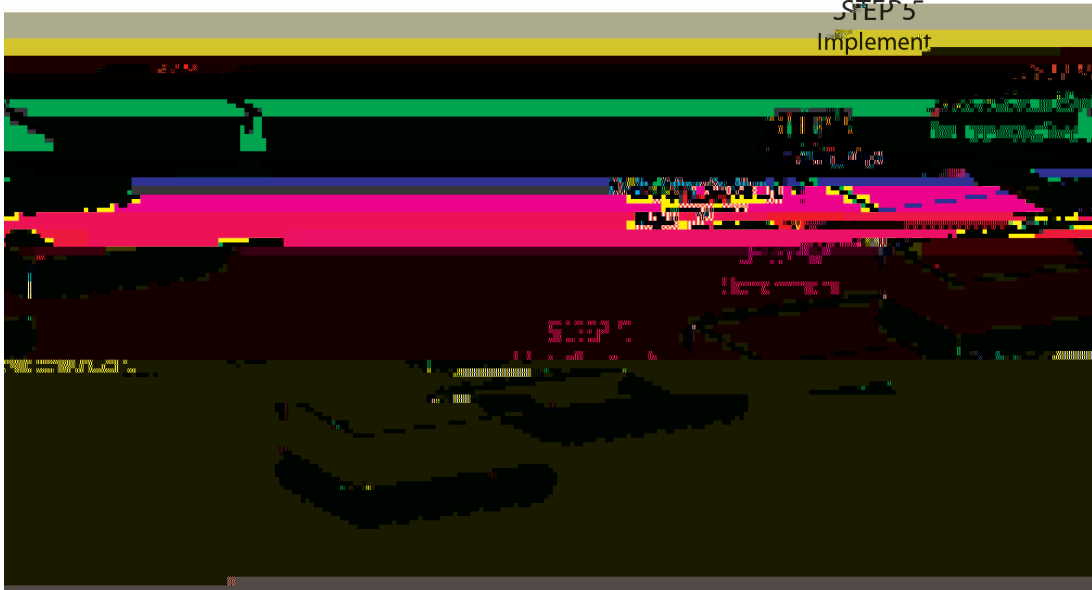
Questions?
Please contact us at workequity@bc.edu

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3.0 Introduction

This section of the Recruitment and Hiring System Toolkit helps your organization to address possible variations in the equity of your Recruitment and Hiring System.



3.1 Introduction

In consultation with the members of the Equity Initiative Committee, the leader(s) of the Equity Initiative will decide who could be invited to conversations about employees' experiences with the Recruitment and Hiring System and how those experiences might vary by employees' affiliations with demographic and social identity groups.

- **1:** You could use the questions in Worksheet #6 below to guide a discussion with the members of your Equity Initiative Committee.
- **2:** The Equity Initiative Committee could convene discussion groups (for example, brown bag lunches, focus groups, etc.) with employees who are affiliated with specific demographic and social identity groups.

3.2 Introduction

The responses to the Audit questions about your organization's Recruitment and Hiring System provide you with some insight about the equity of recruitment and hiring for employees, overall.

But is this enough for you to understand the equity experiences of your employees?

Your organization might want to consider whether its Recruitment and Hiring System is "equally fair" to people with different social and demographic identities, including people affiliated with different:

- races/ethnicities,
- gender identities,
- sexual orientations,



- ages,
- religious affiliations,
- national backgrounds,
- abilities/disabilities, and
- job classifications (for example, part-time vs. full-time, exempt vs. non-exempt, contractors vs. employees).

Worksheet #6 (following pages) focuses on the seven Levers for Change in your organization's Recruitment and Hiring System.

1. Policies
2. Practices
3. Planning, Data Collection, and Evaluation
4. Roles and Accountabilities
5. Culture
6. Climate
7. Communications

(Please see the Overview Booklet of the Recruitment and Hiring System Toolkit for the discussion of the Levers for Change.)

Task 1: Consider Variations in Employees' Equity Experiences

Directions:

Worksheet #6 (following pages) asks people in your organization to think about the extent to which the Levers for Change in your Recruitment and Hiring System seem to result in either privileges or disadvantages for people in different groups.

For each of the following questions, think about the different demographic and social identity groups in your workforce. Insert comments if your committee members/other employee groups think that there could be variation that results in a lack of equity.

Continue to next page

Employees of different races/ethnicities: #6



Employees of different races/ethnicities:

Employees of different races/ethnicities:

Employees of different races/ethnicities:

Employees with different gender identities:

Employees with different sexual orientations:

Employees of different ages:

Employees with different religious affiliations:

Employees with different national backgrounds:

Employees with different abilities/disabilities:

Employees in jobs with different classifications (e.g., part-time vs. full-time, exempt vs. non-exempt, contractors vs. employees):

10/1/2023 10:30 AM #6 (1/1/2023)



Account: [redacted]

Employees of different races/ethnicities:

Employees with different gender identities:

Employees with different sexual orientations:

Employees of different ages:

Employees with different religious affiliations:

Employees with different national backgrounds:

Employees with different abilities/disabilities:

Employees in jobs with different classifications (e.g., part-time vs. full-time, exempt vs. non-exempt, contractors vs. employees):

Workforce Analysis: 3 Pillars of Diversity #6 (1/1/20)



Use the following questions to analyze your organization's workforce diversity.

1. How diverse is your workforce?

Employees of different races/ethnicities:

Employees with different gender identities:

Employees with different sexual orientations:

Employees of different ages:

Employees with different religious affiliations:

Employees with different national backgrounds:

Employees with different abilities/disabilities:

Employees in jobs with different classifications (e.g., part-time vs. full-time, exempt vs. non-exempt, contractors vs. employees):



Appendix #6 (Table 1)



Table 1: Recruitment and Hiring System Data by Demographic Group

Recruitment and Hiring System Data by Demographic Group

Employees of different races/ethnicities:

Employees with different gender identities:

Employees with different sexual orientations:

Employees of different ages:

Employees with different religious affiliations:

Employees with different national backgrounds:

Employees with different abilities/disabilities:

Employees in jobs with different classifications (e.g., part-time vs. full-time, exempt vs. non-exempt, contractors vs. employees):

Workforce Analysis: 3 Years of Data #6 (2020)



Workforce Analysis: 3 Years of Data #6 (2020)

Answer the following questions based on the data provided in the table below.

Employees of different races/ethnicities:

Blank response area for race/ethnicity data.

Employees with different gender identities:

Blank response area for gender identity data.

Employees with different sexual orientations:

Blank response area for sexual orientation data.

Employees of different ages:

Blank response area for age data.

Employees with different religious affiliations:

Blank response area for religious affiliation data.

Employees with different national backgrounds:

Blank response area for national background data.

Employees with different abilities/disabilities:

Blank response area for abilities/disabilities data.

Employees in jobs with different classifications (e.g., part-time vs. full-time, exempt vs. non-exempt, contractors vs. employees):

Blank response area for job classification data.

Workforce Analysis: 3 Pillars of Workforce #6 (1/1/20)



Workforce Analysis: 3 Pillars of Workforce

Workforce Analysis: 3 Pillars of Workforce

Employees of different races/ethnicities:

Blank response area for race/ethnicity data.

Employees with different gender identities:

Blank response area for gender identity data.

Employees with different sexual orientations:

Blank response area for sexual orientation data.

Employees of different ages:

Blank response area for age data.

Employees with different religious affiliations:

Blank response area for religious affiliation data.

Employees with different national backgrounds:

Blank response area for national background data.

Employees with different abilities/disabilities:

Blank response area for abilities/disabilities data.

Employees in jobs with different classifications (e.g., part-time vs. full-time, exempt vs. non-exempt, contractors vs. employees):

Blank response area for job classification data.

1. How many employees are currently employed by your organization? #6 (11/1/20)



2. How many employees are currently employed by your organization who identify as a member of the following groups?

Answer the following questions for each group:

Employees of different races/ethnicities:

Blank white box for data entry.

Employees with different gender identities:

Blank white box for data entry.

Employees with different sexual orientations:

Blank white box for data entry.

Employees of different ages:

Blank white box for data entry.

Employees with different religious affiliations:

Blank white box for data entry.

Employees with different national backgrounds:

Blank white box for data entry.

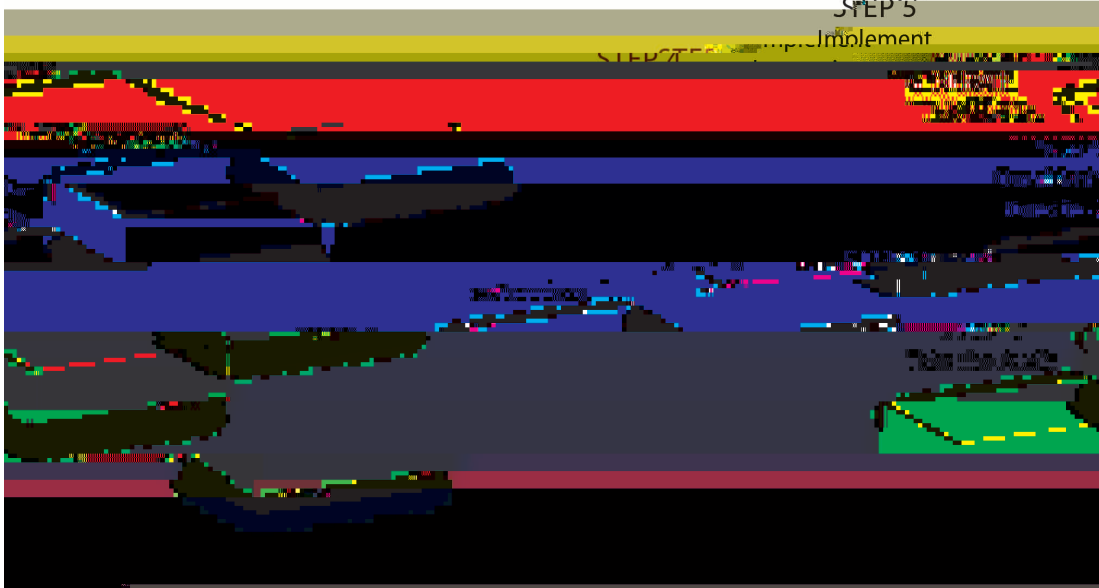
Employees with different abilities/disabilities:

Blank white box for data entry.

Employees in jobs with different classifications (e.g., part-time vs. full-time, exempt vs. non-exempt, contractors vs. employees):

Blank white box for data entry.

Goal 4: ... Goal 10



Goal 4: ...