INCREASING EQUITY AT THE WORKPLACE

RECRUITMENT AND HIRING SYSTEM TOOLKIT

STEP 1:
TAKE THE AUDIT

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Questions?
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1.0 Introduction

Step 1 engages your organization in an audit to assess the equity of your Recruitment and Hiring System.
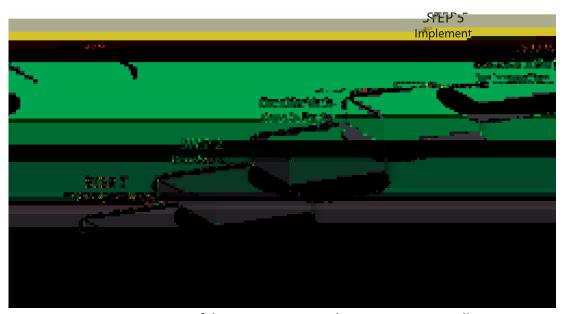

Figure 4: Step 1 of the Recruitment and Hiring System Toolkit

1.1 Roles and Responsibilities

The Leaders(s) of your Equity Initiative will decide who will be invited to respond to the Audit survey.

We consider the people who answer the Audit questions about the equity of the Recruitment and Hiring System to be "key respondents." These are people who have some special insights about the equity of the recruitment and hiring at your organization.

Some options include:
1. members of your Equity Initiative Committee,
2. people with responsibilities for di erent aspects of your Recruitment and Hiring System, including HR experts and managers, and
3. recently hired employees.

The group of people you invite to complete the Audit (that is, the key respondents) are not likely to be representative of your workforce overall. Most organizations will not ask a representative sample of their workforce to respond to the Audit because many employees may have only limited experience with and/or knowledge about the Recruitment and Hiring System.

> It is important to remember the di erence between "key respondents" and a "representative sample" of your workforce when you think about the implications of the scores. For example, if the members of your Equity Initiative Committee responded to the Audit questions, you should think about the average scores as representing the perspectives of that committee (rather than representing the perspectives of "everyone" at the organization).

Recruitment and Hiring System

1.2 Step 1 Tasks

Recruitment and Hiring System Toolkit Worksheet #2
Equity Audit Questions for the Recruitment and Hiring System

Directions:
The Leader(s) of your Equity Initiative should make copies of the Audit questions below and distribute them to all of the "key respondents" who will help your organization assess the equity of the Recruitment and Hiring System.

Explain to the "key respondents":
1. the purpose of the equity survey,
2. the process you will use and that you will keep their responses confidential/anonymous, and
3. how the results of the survey will be shared.

1. To what extent does your organization have written policies which ensure that recruitment and hiring processes are fair and conducted without bias or discrimination?
Circle your answer.

Not at All		To a Limited Extent		To Some Extent		To a Great Extent
1	1.5	2	2.5	3	3.5	4

2. To what extent has your organization adopted recruitment practices that attract diverse applicants for open positions?
Circle your answer.

Not at All		To a Limited Extent		To Some Extent		To a Great Extent
1	1.5	2	2.5	3	3.5	4

3. To what extent does your organization routinely audit the fairness of recruitment and hiring?
Circle your answer.

Not at All		To a Limited Extent		To Some Extent		To a Great Extent
1	1.5	2	2.5	3	3.5	4

4. To what extent does your organization hold one or more employees (e.g., supervisors; Director of DEI, etc.) accountable for monitoring the fairness of recruitment and hiring?
Circle your answer.

Not at All		To a Limited Extent		To Some Extent		To a Great Extent
1	1.5	2	2.5	3	3.5	4

5. To what extent do the actions of your organizational leaders indicate that they believe there a connection between DEI initiatives and the fairness of recruitment and hiring?
Circle your answer.

Not at All		To a Limited Extent		To Some Extent		To a Great Extent
1	1.5	2	2.5	3	3.5	4

6. To what extent does your organization have a desire to be recognized by job applicants as a leader in workplace equity?
Circle your answer.

Not at All		To a Limited Extent		To Some Extent		To a Great Extent
1	1.5	2	2.5	3	3.5	4

7. To what extent does your organization welcome diverse applicants during the recruitment and hiring process?
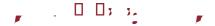Circle your answer.

Not at All		To a Limited Extent		To Some Extent		To a Great Extent
1	1.5	2	2.5	3	3.5	4

8. To what extent does your organization provide applicants with equitable access to information related to their application?
Circle your answer.

Not at All		To a Limited Extent		To Some Extent		To a Great Extent
1	1.5	2	2.5	3	3.5	4

9. To what extent does your organization make the decision-making processes related to hiring transparent to applicants as well as current employees?
Circle your answer.

Not at All		To a Limited Extent		To Some Extent		To a Great Extent
1	1.5	2	2.5	3	3.5	4

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> **Directions:**
>
> The Leader(s) should collect the answer sheets from all the respondents.
>
> Use Worksheet #3 below to compute the average scores for all of the responses to each item. First add the response scores together, and then divide by the number of people who answered the question to get an average score.

Recruitment and Hiring System Toolkit Worksheet #3
Sample Tally Sheet for Audit Questions

Question	Answer "Score" Respondent #1	Answer "Score" Respondent #2	Etc.	**Sum** Total/Divided by # Respondents to Get Average Score for Your Organization **Keep for Step 2 (Benchmark) and Step 4 (Innovations).**
1. To what extent does your organization have written policies which ensure that recruitment and hiring processes are fair and conducted without bias or discrimination?				
2. To what extent has your organization adopted recruitment practices that attract diverse applicants for open positions?				
3. To what extent does your organization routinely audit the fairness of recruitment and hiring?				
4. To what extent does your organization hold one or more employees (e.g., supervisors; Director of DEI, etc.) accountable for monitoring the fairness of recruitment and hiring?				
5. To what extent do the actions of your organizational leaders indicate that they believe there a connection between DEI initiatives and the fairness of recruitment and hiring?				
6. To what extent does your organization have a desire to be recognized by job applicants as a leader in workplace equity?				
7. To what extent does your organization welcome diverse applicants during the recruitment and hiring process?				
8. To what extent does your organization provide applicants with equitable access to information related to their application?				
9. To what extent does your organization make the decision-making processes related to hiring transparent to applicants as well as current employees?				

Recruitment and Hiring System

☞ Go to Step 2 of the Recruitment and Hiring System Toolkit: Benchmark

Figure 5: Step 2 of the Recruitment and Hiring System Toolkit