INCREASING EQUITY AT THE WORKPLACE

RECRUITMENT AND HIRING SYSTEM TOOLKIT

EQUITY

STEP 2:
BENCHMARK

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WORK EQUITY

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Recruitment and Hiring System

2.0 Introduction

Step 2 enables your organization to benchmark your responses to the Audit of your Recruitment and Hiring System (completed in Step 1) against the findings of the National Study of Workplace Equity[1].
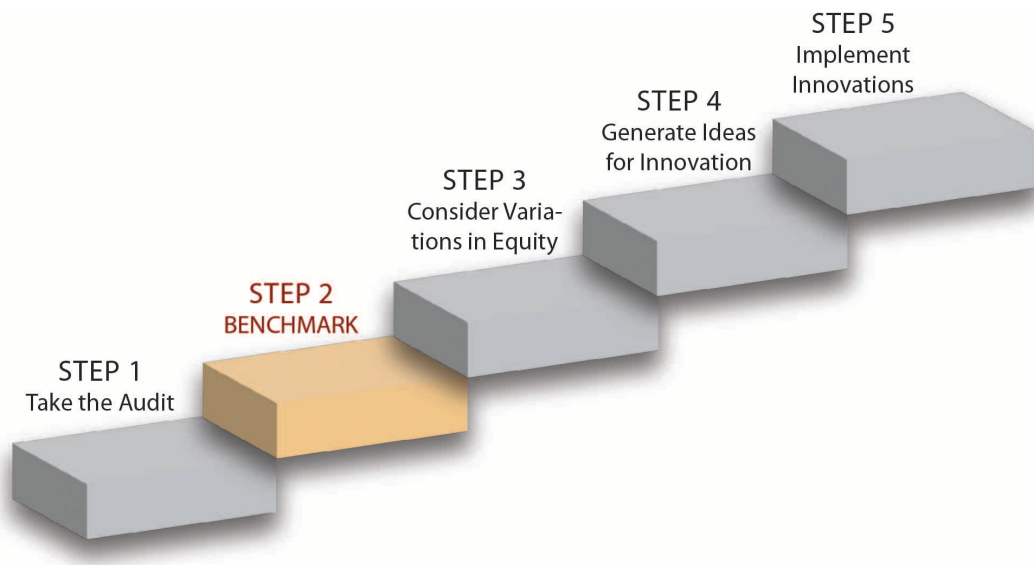
Figure 6: Step 2 of the Recruitment and Hiring System Toolkit

2.1 Roles and Responsibilities

 The Leader(s) of your Recruitment and Hiring System Equity Initiative should assume responsibility for Task 1 (recording the average scores pertaining to the Audit questions) and Task 2 (comparing your organization's average scores to the dataset of the National Study of Workplace Equity).

The Equity Initiative Committee can meet and discuss the implications of the benchmarking results.

2.2 Step 2 Tasks

Recruitment and Hiring System

Task 1: Compare Your Organization's Average Scores on the Equity Audit to the National Study of Workplace Equity

Recruitment and Hiring System Toolkit Worksheet #4
Your Organization's Average Audit Scores

Directions:

In the right-hand column, your Leader(s) should record the information from Worksheet #3 that you completed in Step 1 of this Toolkit.

You will use the average scores from this Worksheet #4 to complete Worksheet #5 below.

	Your Organization's Average Scores **From Worksheet #3 (scores ranging from 1.0 to 4.0)**
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	
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

Task 2: Benchmark

> Directions:
>
> The Leader(s) of your Equity Initiative should record your organization's average scores (from Worksheet #4 above) on the graph below so that you can compare your score to the averages from the National Study of Workplace Equity.

Recruitment and Hiring System Toolkit Worksheet #5
Compare Your Organization's Average Scores to the National Averages

The members of your Equity Initiative Committee should discuss the **strengths** of the equity of your Recruitment and Hiring System in comparison to the scores from the National Study of Workplace Equity. The leader(s) of your Equity Initiative can record key observations made by committee members below.
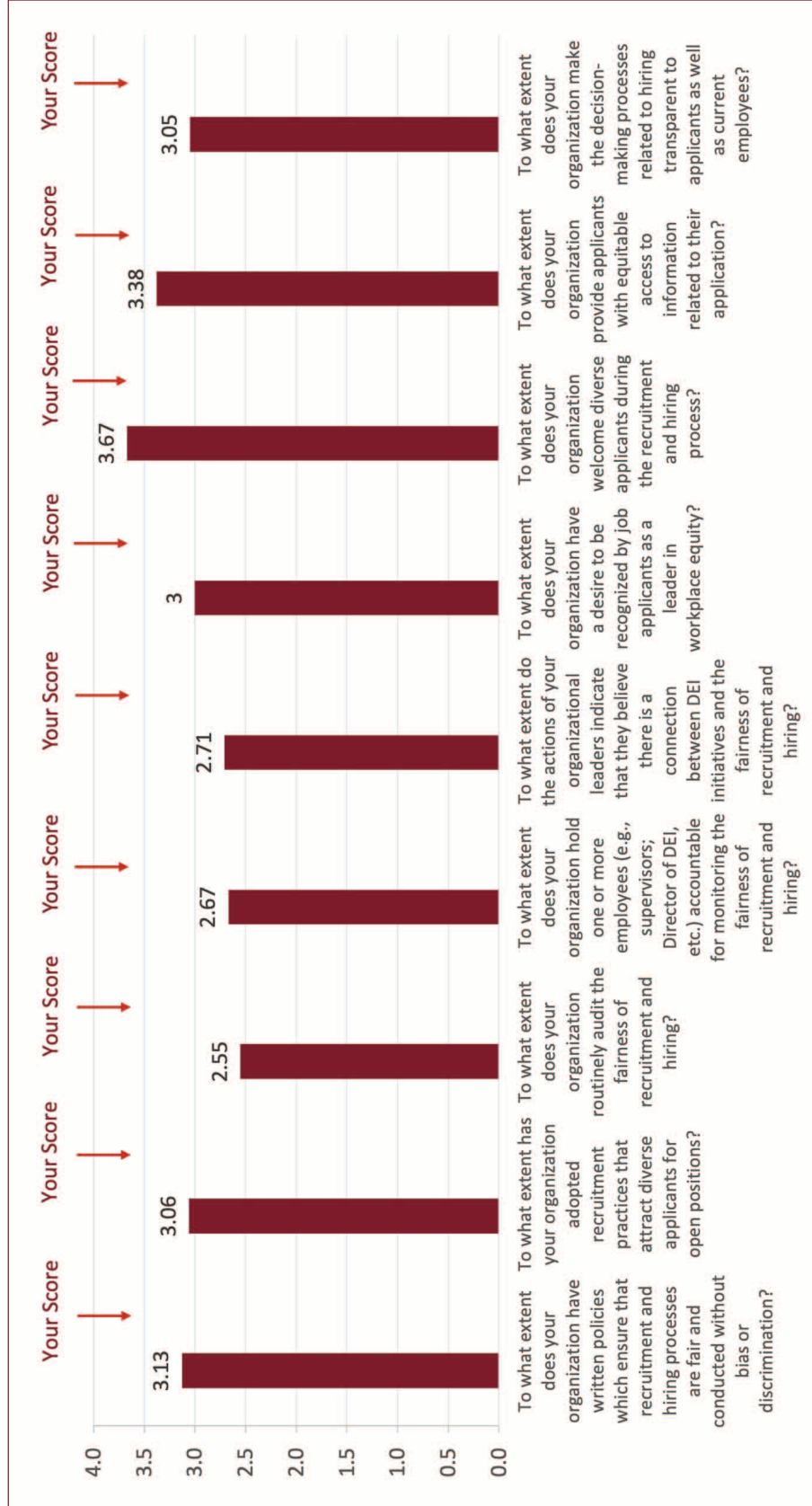
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The members of your Equity Initiative Committee should discuss the **weaknesses** of the equity of your Recruitment and Hiring System in comparison to the scores from the National Study of Workplace Equity. The leader(s) of your Equity Initiative can record key observations made by committee members below.

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_____

Recruitment and Hiring System Toolkit Worksheet #5
Compare Your Organization's Average Scores to the National Averages

Question	Your Score
To what extent does your organization have written policies which ensure that recruitment and hiring processes are fair and conducted without bias or discrimination?	3.13
To what extent has your organization adopted recruitment practices that attract diverse applicants for open positions?	3.06
To what extent does your organization routinely audit the fairness of recruitment and hiring?	2.55
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?	2.67
To what extent do the actions of your organizational leaders indicate that they believe there is a connection between DEI initiatives and the fairness of recruitment and hiring?	2.71
To what extent does your organization have a desire to be recognized by job applicants as a leader in workplace equity?	3
To what extent does your organization welcome diverse applicants during the recruitment and hiring process?	3.67
To what extent does your organization provide applicants with equitable access to information related to their application?	3.38
To what extent does your organization make the decision-making processes related to hiring transparent to applicants as well as current employees?	3.05

Recruitment and Hiring System

Our analyses of the data from the National Study of Workplace Equity indicate that organizations with fewer than 500 employees are:

> 1. **less** likely to have written policies which ensure that recruitment and hiring processes are fair and conducted without bias or discrimination, and
> 2. **less** likely to routinely audit the fairness of recruitment and hiring.

The members of your Equity Initiative Committee can discuss implications that the **size of your workforce** has for your Recruitment and Hiring System. The leader(s) of your Equity Initiative can record key observations made by committee members below.

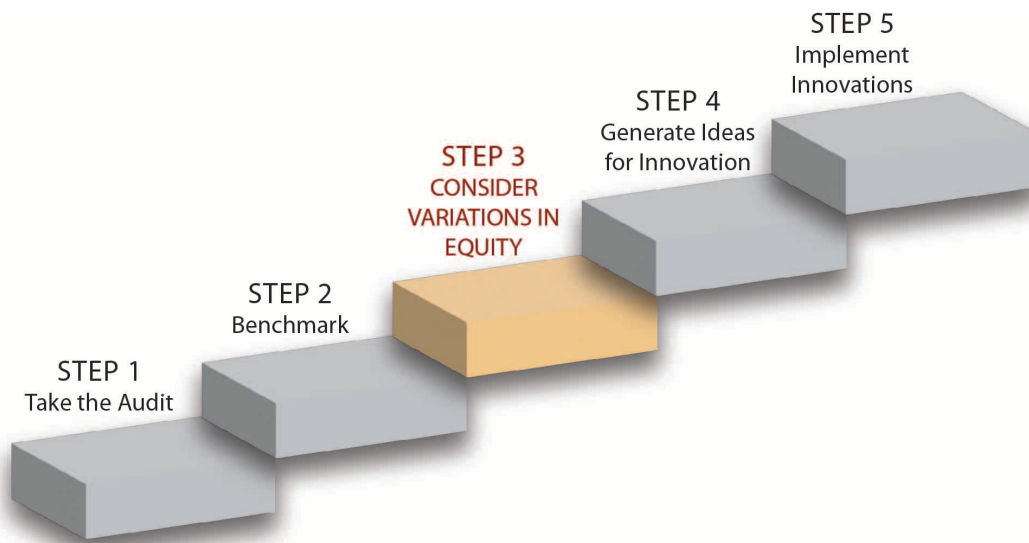☞ Go to Step 3 of the Recruitment and Hiring System Toolkit: Consider Variations in Equity

Figure 7: Step 3 of the Recruitment and Hiring System Toolkit