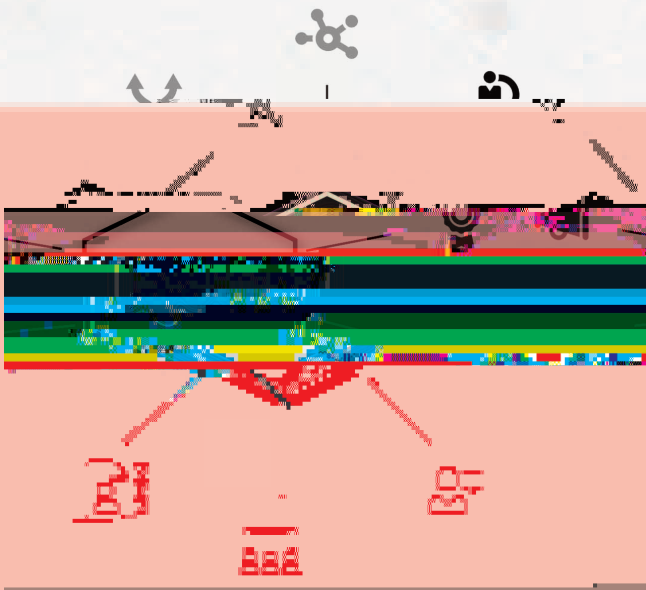


INCREASING EQUITY AT THE WORKPLACE

EC I ME A D H I I G EM
LKI



STEP 1 :
BENCHMARK



Disciplines

Marcie Pitt-Catsoupes, PhD
Samuel L. Bradley, Jr., DSW
Kathleen Christensen, PhD

Employment Equity Act: www2.gov.bc.ca/gov/content/employment-equity

Provincial Accessibility Act: www2.gov.bc.ca/gov/content/employment-equity

Employment Equity Act: www2.gov.bc.ca/gov/content/employment-equity
Workplace Accessibility Act: www2.gov.bc.ca/gov/content/employment-equity
SHRM: www.shrm.org
BCcampus: www2.gov.bc.ca/gov/content/employment-equity

2.0 Introduction

Step 2 of the Recruitment and Hiring System Toolkit is designed to help you understand the current state of your organization's recruitment and hiring process. This step includes a self-assessment tool that will help you identify areas of strength and areas for improvement. The self-assessment tool is a 10-item scale that ranges from 1 (Not at all) to 5 (Very much). The total score is calculated by adding the scores for all 10 items. A score of 50 indicates that your organization is meeting the benchmark for a fair and equitable recruitment and hiring process. A score of 40 or below indicates that your organization needs to make changes to its recruitment and hiring process to meet the benchmark. A score of 60 or above indicates that your organization is exceeding the benchmark for a fair and equitable recruitment and hiring process.



Figure 6: Step 2 of the Recruitment and Hiring System Toolkit

2.1 Roles and Responsibilities

The Leadership Recruitment and Hiring System Implementation Plan is a document that outlines the roles and responsibilities of the various stakeholders involved in the recruitment and hiring process. The plan is divided into two main sections: Task 1 (Current State Assessment) and Task 2 (Implementation Plan). Task 1 involves conducting a self-assessment of the current recruitment and hiring process, while Task 2 involves developing a plan to address the identified areas of weakness. The plan includes a list of key roles and responsibilities, as well as a timeline for implementation.

The Implementation Plan is a document that outlines the roles and responsibilities of the various stakeholders involved in the recruitment and hiring process. The plan is divided into two main sections: Task 1 (Current State Assessment) and Task 2 (Implementation Plan). Task 1 involves conducting a self-assessment of the current recruitment and hiring process, while Task 2 involves developing a plan to address the identified areas of weakness. The plan includes a list of key roles and responsibilities, as well as a timeline for implementation.

2.2 Step 2 Tasks

Current State Assessment

¹ Workforce Analytics and Reporting System (WARS) is a web-based system that provides a comprehensive view of an organization's workforce. The system includes a variety of reports and dashboards that can be used to track and analyze workforce data. The system is designed to be user-friendly and easy to use. For more information, please visit www.shrm.org/hrtools/technology/technology-articles/2013/09/11/wars.aspx.



Recruitment and Hiring System Toolkit Worksheet #4

Your Organization's Average Audit Scores

Directions:
 1. Enter the average score for each item in the table below. The average score is calculated by adding the scores for all items and dividing by the number of items. For example, if you have scores of 3, 4, and 5, the average score is (3 + 4 + 5) / 3 = 4.0.

	Your Organization's Average Scores
	Item # Score (1.0-4.0)
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?	



2: B

Directions:

Take the average score from your organization's Recruitment and Hiring System Worksheet #4 and compare it to the national average score from the Recruitment and Hiring System Worksheet #5. Write the difference between the two scores in the space provided.

Recruitment and Hiring System Toolkit Worksheet #5

Compare Your Organization's Average Scores to the National Averages

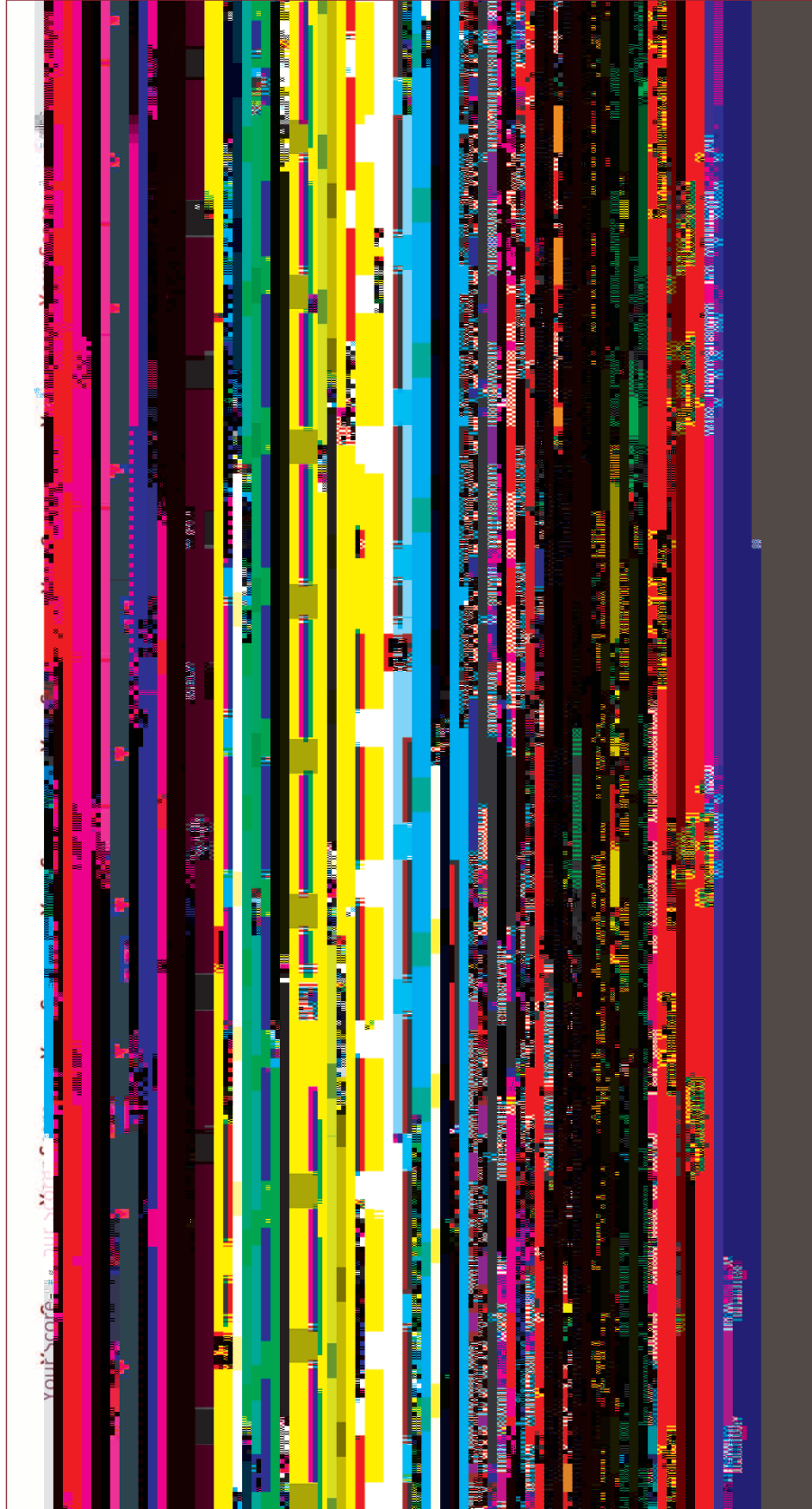
Go to Page 6 for Worksheet #5

Take the average score from your organization's Recruitment and Hiring System Worksheet #4 and compare it to the national average score from the Recruitment and Hiring System Worksheet #5. Write the difference between the two scores in the space provided.

Take the average score from your organization's Recruitment and Hiring System Worksheet #4 and compare it to the national average score from the Recruitment and Hiring System Worksheet #5. Write the difference between the two scores in the space provided.

Recruitment and Hiring System Toolkit Worksheet #5

Compare Your Organization's Average Scores to the National Averages



On a scale of 1-5, rate the following statements:

1. *less* than 50% of the time, the recruitment process is fair and equitable.
2. *less* than 50% of the time, the hiring process is fair and equitable.

For each statement, please provide a brief description of the recruitment and hiring process that you are rating.

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