



# DIVERSITY HIRING 101<sup>TM</sup>

"5 TIPS TO A SUCCESSFUL DIVERSITY PROGRAM"



## BUY-IN FROM THE TOP

**Diversity is just good business and an essential strategy in building an accomplished workforce!** Research has shown diverse employees bring many benefits such as increased profits, speedier resolutions and increased problem solving capabilities to name a few. However, a successful diversity and inclusion program has to have approval and support from the top. Let's consider a few components of a robust diversity program!

## DEVELOP A POLICY

Conduct **internal and external research** before developing your diversity & inclusion policy. **Include an annual review of the program and EDI policy.** Hold leaders accountable, create a diversity board and be sure to include transparent departmental goals. Include the policy in your recruitment and onboarding processes and make it available at a centralized location.



## GET EVERYONE ON BOARD

Any successful diversity initiative has to get everyone involved, which means company-wide adoption. Add the Diversity Policy to an onboarding process to ensure every employee is aware of your hiring practices and understands the value diversity brings. Celebrate diversity through diversity days to highlight our splendid differences. Offer diversity workshops at lunch and learns and provide the food. Finally, build an inclusive diversity committee with a charter, chair and concise goals that align with your company policy.



## SET MEASURABLE GOALS

**Create realistic quarterly and annual goals!** Remember, it takes time to build a diverse workforce and receive company-wide adoption. Include goals that Build Awareness, strategies for Recruitment and Hiring to attract more diverse candidates, Inclusion to promote policies, practices, and procedures sensitive to intersectional groups and cultures. Consider the following: **1) hiring 20% more diverse candidates over the next six months; 2) updating job descriptions to attract more women in technology roles; 3) providing tools and flexible work schedules for persons with dis-Abilities; 4) create and enforce zero-tolerance harassment and bullying policy, 5) make digital content accessible for all users; and 6) increase gender diversity in leadership roles.**



**REVIEW**



## AUDIT YOUR PROGRAM

Create check points to review the success of the program on a quarterly or bi-annual basis. Are you achieving your goals? Is diversity increasing? If so, in what areas of the business is diversity thriving? Are managers being held accountable? Do you continue to have company acceptance...?

