INCREASING EQUITY AT THE WORKPLACE

ORIENTATION AND ONBOARDING SYSTEM TOOLKIT

STEP 2: BENCHMARK

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WORK EQUITY

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Orientation and Onboarding System

2.0 Introduction

Step 2 enables your organization to benchmark your responses to the Audit of your Orientation and Onboarding System (completed in Step 1) against the findings of the National Study of Workplace Equity[1].
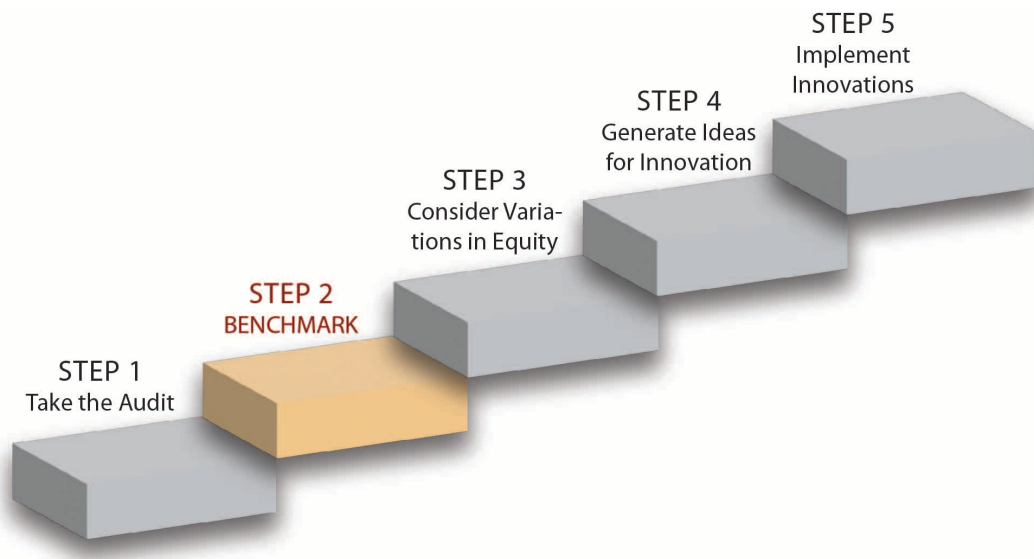
STEP 5
Implement
Innovations

STEP 4
Generate Ideas
for Innovation

STEP 3
Consider Varia-
tions in Equity

STEP 2
BENCHMARK

STEP 1
Take the Audit

Figure 6: Step 2 of the Orientation and Onboarding System Toolkit

2.1 Roles and Responsibilities

 The Leader(s) of your Orientation and Onboarding 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

Orientation and Onboarding System

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

Orientation and Onboarding 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 employee access to orientation and onboarding is fair?	
2. To what extent has your organization adopted practices that promote the inclusion of new employees?	
3. To what extent does your organization routinely audit the fairness of the orientation and onboarding system?	
4. To what extent does your organization hold one or more employees (e.g., supervisors; Director of DEI, etc.) accountable for monitoring the inclusivity of orientation and onboarding experiences?	
5. To what extent do the actions of your organizational leaders indicate that they believe there is a connection between the organization's DEI initiatives and the inclusivity of orientation and onboarding?	
6. To what extent does your organization welcome diverse perspectives during orientation and onboarding?	
7. To what extent does your organization have practices that provide recently hired employees with equitable access to information about orientation and onboarding?	

Orientation and Onboarding 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.

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

Go to Page 6 for Worksheet #5 ☞

The members of your Equity Initiative Committee should discuss the **strengths** of the equity of your Orientation and Onboarding 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 Orientation and Onboarding 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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Orientation and Onboarding System Toolkit Worksheet #5
Compare Your Organization's Average Scores to the National Averages

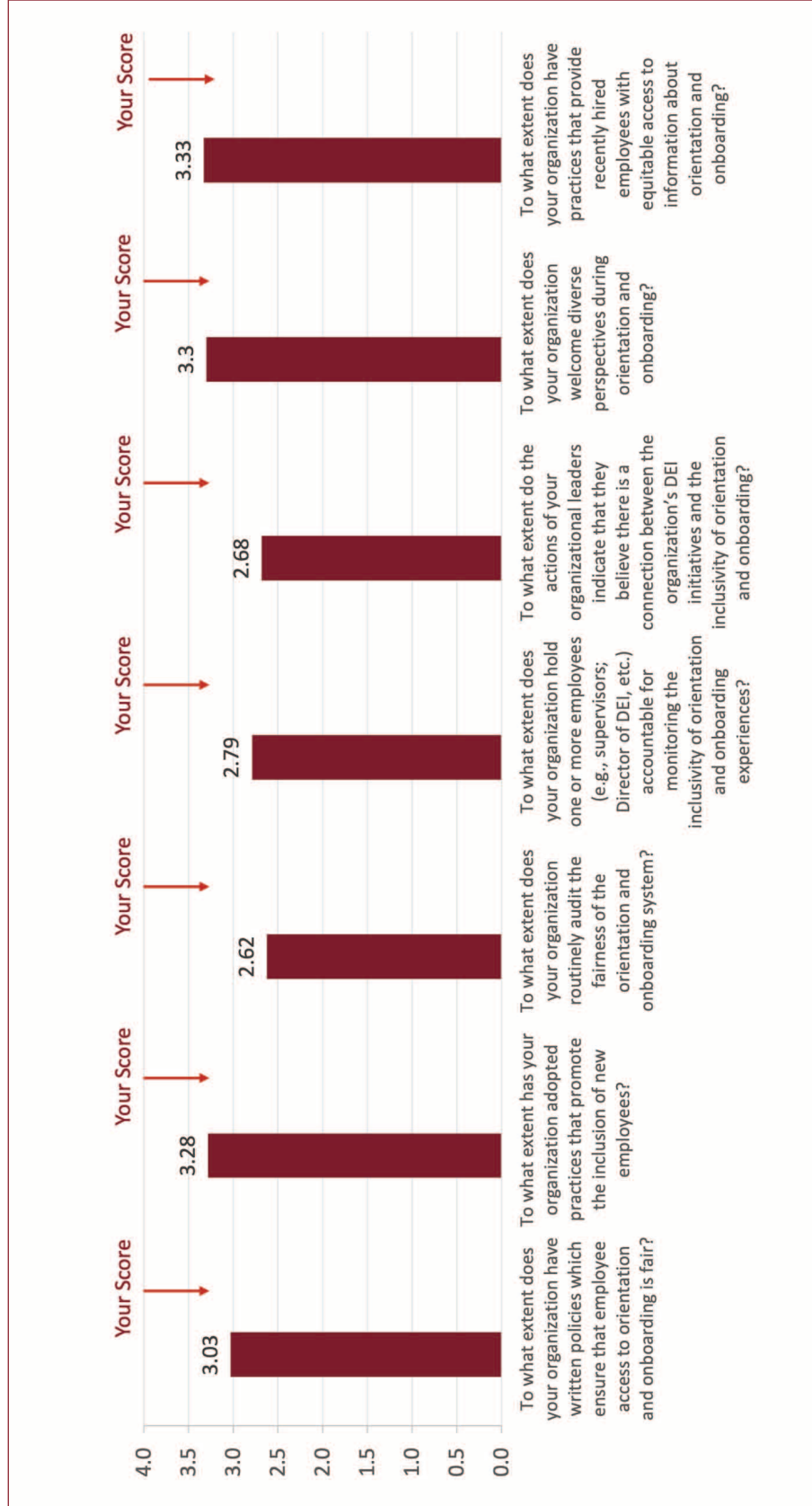| Your Score	3.03	To what extent does your organization have written policies which ensure that employee access to orientation and onboarding is fair?
Your Score	3.28	To what extent has your organization adopted practices that promote the inclusion of new employees?
Your Score	2.62	To what extent does your organization routinely audit the fairness of the orientation and onboarding system?
Your Score	2.79	To what extent does your organization hold one or more employees (e.g., supervisors; Director of DEI, etc.) accountable for monitoring the inclusivity of orientation and onboarding experiences?
Your Score	2.68	To what extent do the actions of your organizational leaders indicate that they believe there is a connection between the organization's DEI initiatives and the inclusivity of orientation and onboarding?
Your Score	3.3	To what extent does your organization welcome diverse perspectives during orientation and onboarding?
Your Score	3.33	To what extent does your organization have practices that provide recently hired employees with equitable access to information about orientation and onboarding?

Orientation and Onboarding System

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

> 1. *more* likely to have adopted practices that promote the inclusion of new employees, and
> 2. *more* likely to hold one or more employees e.g., supervisors; Director of DEI, etc.) accountable for the accountable for monitoring the inclusivity of orientation and onboarding experiences.

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

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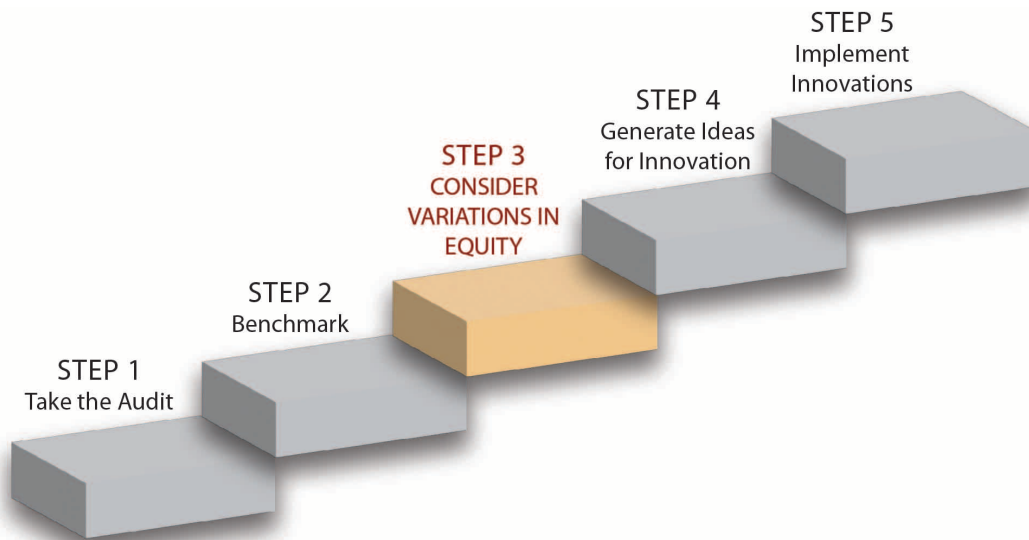☞ Go to Step 3 of the Orientation and Onboarding System Toolkit: Consider Variations in Equity

Figure 7: Step 3 of the Orientation and Onboarding System Toolkit