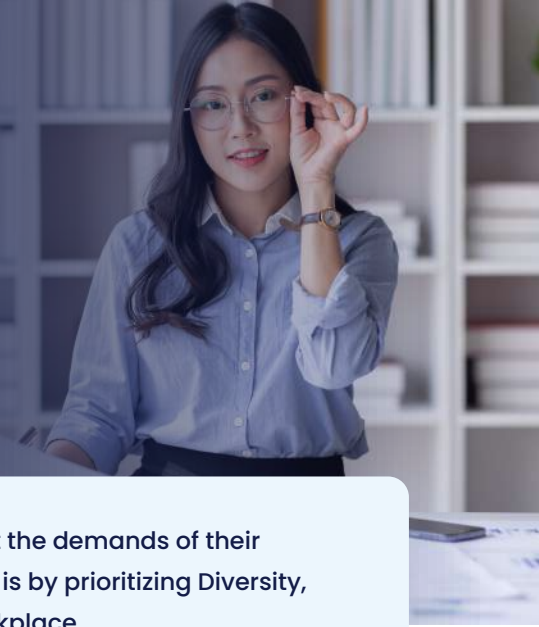# MITRATECH

Embedding DEI Checklist

Organizations are continually looking to modernize their workplaces to meet the demands of their industries, employees, and candidates. One way that has proven successful is by prioritizing Diversity, equity, and inclusion (DEI) to create a thriving, engaged, and innovative workplace.

This checklist will guide you through the key areas where DEI should be integrated and how to assess your progress so your organization can make meaningful strides toward becoming a truly modern workplace.

1. Evaluate Internal Challenges

Successfully embedding DEI within an organization starts with addressing internal challenges.

○ **Leadership Buy-In:** Ensure top leadership understands the importance of DEI and is committed to fostering an inclusive environment.

○ **Do a Pulse Check:** Use surveys, listening sessions, and one-on-one conversations to gain a better understanding of where your efforts are needed the most.

○ **Collect Current Data:** To understand where you are going, you will first need to know where you are at. Collect data on demographics for hiring, retention, promotions, etc.

○ **Organizational Understanding of DEI:** Offer resources and training to increase the organization's understanding of DEI and its impact.

○ **Align with Departments:** Understand organization-wide challenges and align DEIB efforts accordingly.

Assess Your DEI Program

Take our DEI Assessment to See Where Your Organization Lands

Take Quiz ▶

Take the DEI Assessment

Find out how strategic your diversity and inclusion program is in just 8 questions:

First Name   Last Name

Company   Your Company Email

Begin

2. Recognize and Correct Biases

Biases can creep into many areas of your organization, and addressing these biases is critical to ensuring equitable opportunities for all employees.

- **Standardize Hiring:** Candidate assessments and selection criteria should be consistent, leaving no room for bias.

- **Use Inclusive Language:** The language in your job descriptions should not inadvertently exclude people from protected classes. You can also include a message about your commitment to equitable hiring practices in the description.

- **Diversify Interviews:** Assemble a diverse panel of interviewers to mitigate bias and provide a well-rounded assessment of candidates.

- **Background Screening:** Be aware of and address **common biases that may arise during background checks.**

Struggling to Find Diverse Candidates?

Mitratech's talent acquisition solution can diversify your outreach and help you source the candidates you need with our:

- **Candidate Database:** Access 169 million candidates curated from over 8,500 diverse social organizations.
- **Applicant Tracking:** Streamline your hiring process from start to finish.
- **Employer Branding:** Build awareness and engage candidates effectively.
- **Job Board Promotions:** Amplify your reach and attract the right talent.

Find out how we can make your goals a reality by **scheduling a meeting with our team today!**

3. DEI Learning and Development

DEI efforts are most effective when paired with continuous learning and development.

Training Needs Assessment: Conduct assessments to establish a baseline for where your workforce needs greater education.

Accessible Training: Ensure training is designed to be accessible to all demographics, including language preferences and disabilities.

Encourage Discussion: Have employees engage in roundtable discussions and interactive learning sessions for greater impact.

Feedback Mechanisms: Conduct pre and post-training assessments to measure success and make adjustments accordingly.

Offer Other Resources: Have additional resources like books and podcasts prepared for employees who want to learn more or prefer learning through these methods.

4. Fair Performance Management

Performance management programs should evaluate all employees fairly and equitably.

Standardized Evaluations: Use clear criteria for performance evaluations to reduce biases.

Inclusive Metrics: Define performance metrics in a way that is inclusive of neurodiversity and different work styles.

Reviewer Audits: Regularly assess reviewer behaviors and performance ratings across departments to avoid **rater bias**. You can also use a **performance management tool** to counteract bias.

Transparent Promotion Processes: Develop clear, unbiased promotion criteria and ensure transparency in decision-making.

5. Compensation Equity

Ensure that all employees are compensated equitably across all levels of the organization.

○ **Avoid Stereotyping:** Be cautious when hiring certain demographics into roles where they're stereotyped, impacting compensation.

○ **Standardized Pay Processes:** Create transparent and documented processes for salary, bonuses, and other rewards based on merit.

○ **Pay Equity Analysis:** Conduct regular pay equity audits to identify and correct any disparities.

○ **Pay Transparency:** Provide clear and consistent salary ranges to ensure fairness and transparency in compensation.

6. Employee Engagement & Belonging

Create a workplace where everyone feels they belong and can contribute authentically.

○ **Culture of Belonging:** Promote a culture of belonging through employee resource groups, recognition programs, and mentorship initiatives.

○ **Celebrating DEI Holidays:** Recognize and celebrate diverse holidays. You can use a **DEI calendar tool** to ensure you don't miss anything.

○ **Mental Health Initiatives:** Share mental health resources and ensure employees are aware of available support.

○ **Employee Networks:** Encourage the formation of employee networks focused on common interests and advocacy.

○ **Recognition Programs:** Implement recognition programs that celebrate diverse contributions and achievements.

○ **Referral Programs:** Encourage employee referrals to diversify your talent pool.

If you're ready to improve your hiring practices and build an inclusive workplace, Mitratech's talent acquisition solutions are here to help you eliminate bias and expand your talent pool to find diverse, qualified candidates. **Schedule a demo with our team today** and find out how we can help you create the workplace you want to see.

MITRATECH

A Modern Workforce Is Waiting

Mitratech has a 35-year history as a leader in providing technology and services that empower organizations to automate compliance, manage risks, increase efficiency, control costs, and scale for the future.

With increased remote and dispersed workforces, emerging technology, and rapidly changing regulations, teams across legal, risk, and human resources (HR) are collaborating now more than ever. Mitratech has emerged as the only partner delivering fully automated compliance and transparency across these three critical operational functions.

Mitratech's integrated technology portfolio powers end-to-end talent strategy and predictive HR compliance with world-class solutions for DEI, OFCCP compliance, talent acquisition, workforce analytics, learning and performance management, comprehensive background screening, ethic hotlines & reporting, award-winning I-9 compliance, policy management, and more.

Mitratech serves over 20,000 organizations worldwide, spanning more than 160 countries.

For more information, please visit: www.mitratech.com. ▶

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