

# INCREASING EQUITY AT THE WORKPLACE

## ORIENTATION AND ONBOARDING SYSTEM TOOLKIT



STEP :  
TAKE THE AUDIT



## Directors

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## 1.0 Introduction

Step 1 engages your organization in an audit to assess the equity of your Orientation and Onboarding System.

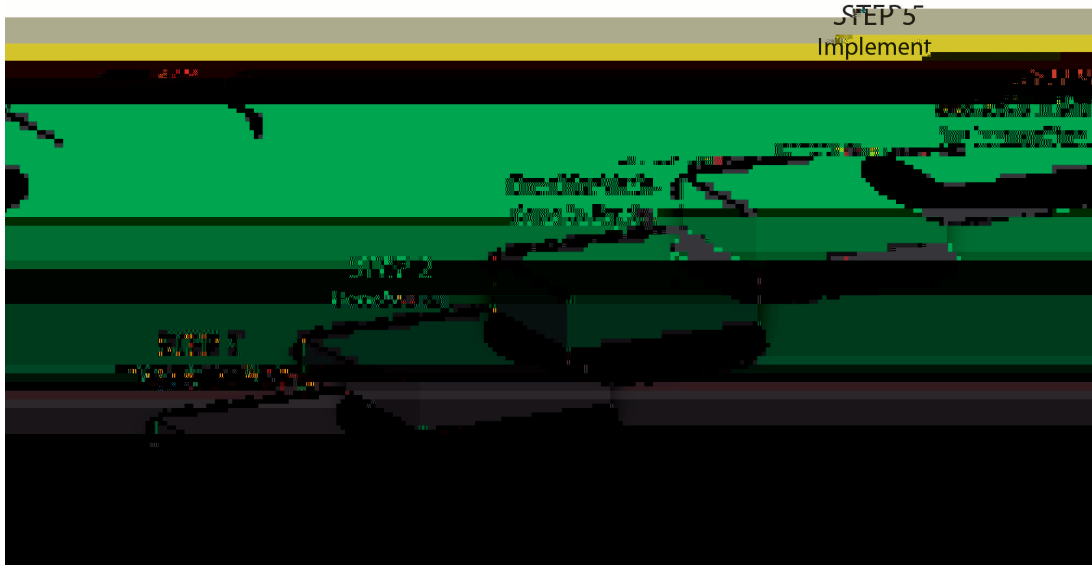


Figure 4: Step 1 of the Orientation and Onboarding System Toolkit

## 1.1 Roles and Responsibilities

The Leaders(s) of your Equity Initiative will decide who will be invited to respond to the Audit survey.

We consider the people who answer the Audit questions about the equity of the Orientation and Onboarding System to be “key respondents.” These are people who have some special insights about the equity of the orientation and onboarding at your organization.

Some options include:

1. members of your Equity Initiative Committee,
2. people with responsibilities for different aspects of your Orientation and Onboarding System, including HR experts and managers, and
3. employees

The group of people you invite to complete the Audit (that is, the key respondents) are not likely to be representative of your workforce overall. Most organizations will not ask a representative sample of their workforce to respond to the Audit because many employees may have only limited experience with and/or knowledge about the Orientation and Onboarding System.

It is important to remember the difference between “key respondents” and a “representative sample” of your workforce when you think about the implications of the scores. For example, if the members of your Equity Initiative Committee responded to the Audit questions, you should think about the average scores as representing the perspectives of that committee (rather than representing the perspectives of “everyone” at the organization).

## 1.2 Step 1 Tasks

T 1: R Q E O S

### Orientation and Onboarding System Toolkit Worksheet #2 Equity Audit Questions for the Orientation and Onboarding System

**Directions:**

The Leader(s) of your Equity Initiative should make copies of the Audit questions below and distribute them to all of the “key respondents” who will help your organization assess the equity of the Orientation and Onboarding System.

Explain to the “key respondents”:

1. the purpose of the equity survey,
2. the process you will use and that you will keep their responses confidential/anonymous, and
3. how the results of the survey will be shared.

1. To what extent does your organization have written policies which ensure that employee access to orientation and onboarding is fair?  
Circle your answer.

Not at All		To a Limited Extent		To Some Extent		To a Great Extent
1	1.5	2	2.5	3	3.5	4

2. To what extent has your organization adopted practices that promote the inclusion of new employees?  
Circle your answer.

Not at All		To a Limited Extent		To Some Extent		To a Great Extent
1	1.5	2	2.5	3	3.5	4

3. To what extent does your organization routinely audit the fairness of the orientation and onboarding system?  
Circle your answer.

Not at All		To a Limited Extent		To Some Extent		To a Great Extent
1	1.5	2	2.5	3	3.5	4

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?  
Circle your answer.

Not at All		To a Limited Extent		To Some Extent		To a Great Extent
1	1.5	2	2.5	3	3.5	4

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? Circle your answer.

Not at All		To a Limited Extent		To Some Extent		To a Great Extent
1	1.5	2	2.5	3	3.5	4

6. To what extent does your organization welcome diverse perspectives during orientation and onboarding? Circle your answer.

Not at All		To a Limited Extent		To Some Extent		To a Great Extent
1	1.5	2	2.5	3	3.5	4

7. To what extent does your organization have practices that provide recently hired employees with equitable access to information about orientation and onboarding? Circle your answer.

Not at All		To a Limited Extent		To Some Extent		To a Great Extent
1	1.5	2	2.5	3	3.5	4

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**Task 2: Calculate the Mean**

**Directions:**

The Leader(s) should collect the answer sheets from all the respondents.

Use Worksheet #3 below to compute the average scores for all of the responses to each item. First add the response scores together, and then divide by the number of people who answered the question to get an average score.

**Orientation and Onboarding System Toolkit Worksheet #3**  
**Sample Tally Sheet for Audit Questions**

Question	Answer "Score" Respondent #1	Answer "Score" Respondent #2	Etc.	Sum Total/Divided by # Respondents to Get Average Score for Your Organiza- tion Keep for Step 2 (Benchmark) and Step 4 (Innovations).
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?				

## Go to Step 2 of the Orientation and Onboarding System Toolkit: Benchmark

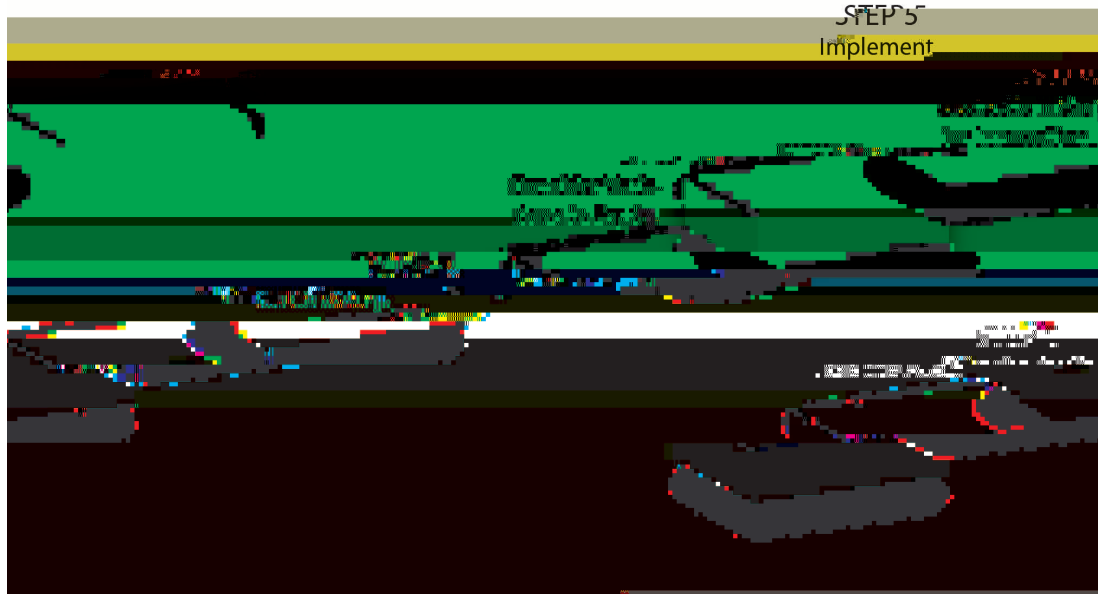


Figure 5: Step 2 of the Orientation and Onboarding System Toolkit