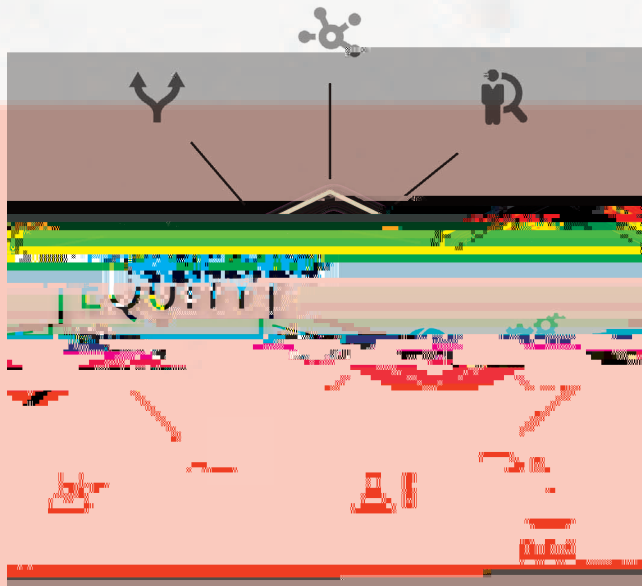


INCREASING EQUITY AT THE WORKPLACE

INTEGRATING DIVERSITY AND INCLUSION



STEP :
IMPLEMENT INNOVATIONS



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Work Equity Audit Toolkit | Orientation and Onboarding System



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5.0 Introduction

1. The Orientation and Onboarding System Toolkit is designed to help organizations create a more inclusive and equitable work environment. It provides a structured approach to onboarding new employees, ensuring they receive the necessary information and support to succeed in their roles.



Figure 12: Step 5 of the Orientation and Onboarding System Toolkit

5.1 Roles and Responsibilities

The roles and responsibilities for Step 5, Implement Innovations, are as follows:

- HR:** Responsible for identifying the needs of new employees and designing the onboarding process.
- Department Managers:** Responsible for providing the necessary information and support to new employees.
- Employees:** Responsible for participating in the onboarding process and providing feedback.

5.2 Step 5 Tasks

The tasks for Step 5, Implement Innovations, are as follows:

1: A M P I O O

Before (%)	Sample Metric to Consider	After (%)
	% of new employees who are “satisfied/satisfied/very” with their orientation to the organization and their new jobs, analyzed by demographic and social identity groups (as data are available).	
	% of new employees who are “satisfied/very satisfied” with the extent to which they feel welcomed, analyzed by demographic and social identity groups (as data are available).	
	% new employees who are satisfied with the information they received about how the organization is structured, analyzed by demographic and social identity groups (as data are available).	
	% of new employees who feel “engaged/very engaged” in their jobs 3 months after their starting date, analyzed by demographic and social identity groups (as data are available).	
	% of employees who feel they “belong” to the organization 3 months after their starting date “to a great extent”, analyzed by demographic and social identity groups (as data are available).	
	% of employees who consider your organization to be an “employer of choice” 3 months after their starting date.	

Figure 13: Sample Metrics

Orientation and Onboarding System Toolkit Worksheet #11 Your Ideas for Metrics

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	How will information be gathered?	What is the timing/frequency of data collection?	Who will be responsible for gathering the data?
Metric 1:			
Metric 2:			

2: M **10** **10**

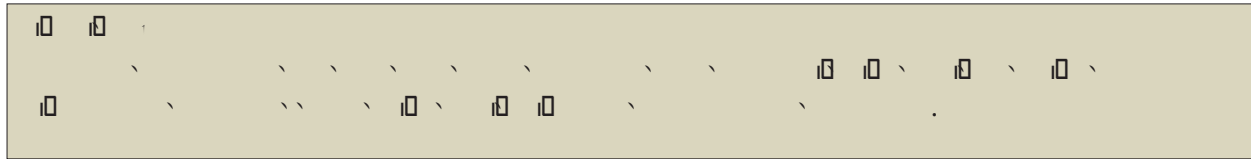
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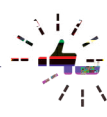







Figure 14: Impact of Innovations on Levers for Change

Orientation and Onboarding System Toolkit Worksheet #12

Impact of Innovation on Other Levers for Change – New Opportunities for Increasing Equity



	Levers for Change	If “yes,” what was the impact of the innovation on other Levers for Change?	If “yes,” are there additional opportunities for strengthening equity of your organization’s Orientation and Onboarding System using other Levers for Change?
	Did your organization make a change in orientation and onboarding Policies? _____ No _____Yes		
	Did your organization make a change in orientation and onboarding Practices? _____ No _____Yes		
	Did your organization make a change in Planning and Assessment (e.g., data collection) related to orientation and onboarding? _____ No _____Yes		
	Did your organization make a change in Roles and Accountabilities for the equity of orientation and onboarding? _____ No _____Yes		
	Did your organization make a change in workplace Culture related to orientation and onboarding? _____ No _____Yes		
	Did your organization make a change in workplace Climate of inclusion related to orientation and onboarding? _____ No _____Yes		
	Did your organization make a change in Communication related to orientation and onboarding? _____ No _____Yes		

3: C H I O O M

H A O E O

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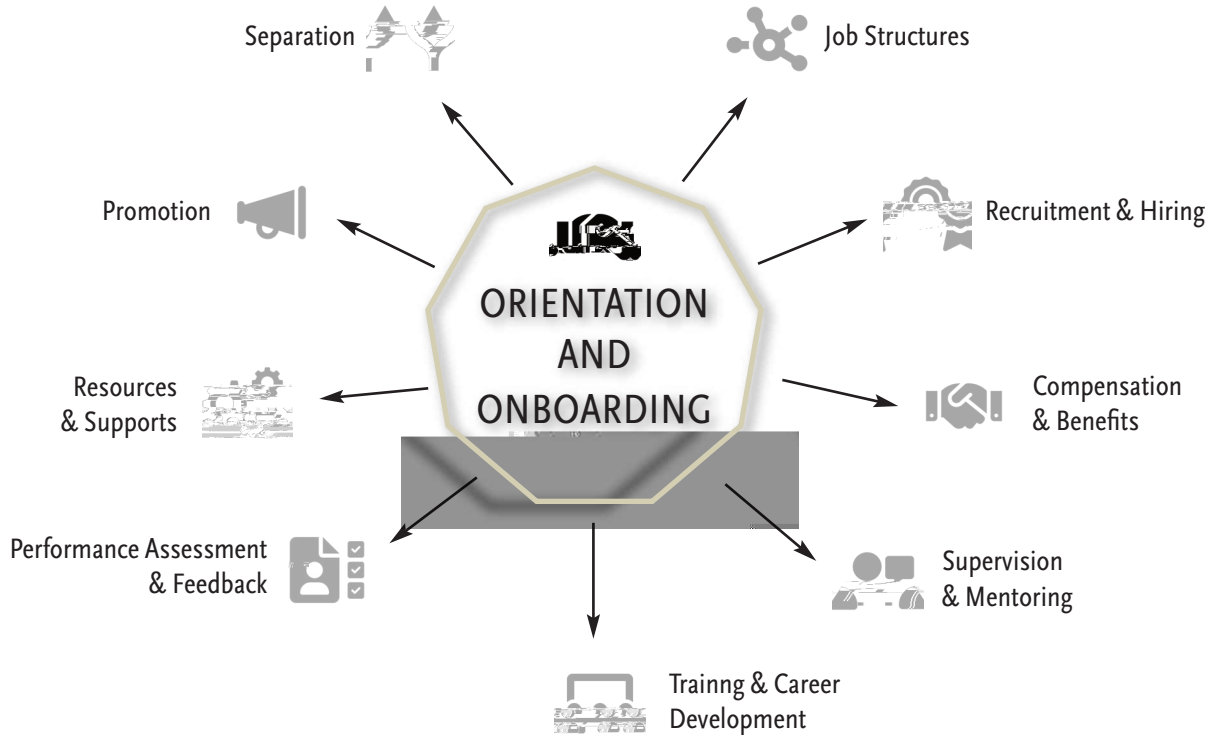
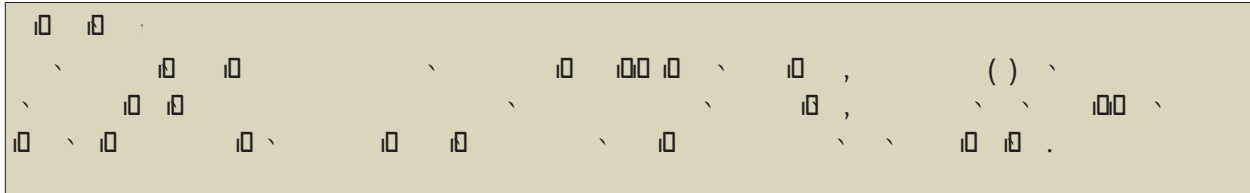


Figure 15: Connecting Innovation in Orientation and Onboarding to New Opportunities for Change in Other Employment Systems

4: M R P A I O

Orientation and Onboarding System Toolkit Worksheet #13 Communicating Success



Who is the “target audience” (for example, top management, supervisors, employees, HR, etc.)?	What are the most important messages you should share with them?	When should the messages be sent?	How should the messages be delivered (and by whom)?

Congratulations for navigating your way toward increased equity in the Orientation and Onboarding System at your organization!