Diversity & Inclusion Human Resources Audit

Background

- **A diversity and inclusion desk review sets a baseline for progress by:**

  - **Analyzing your corporate data to clarify issues around applicants, employee representation, turnover and promotions at all levels**

  - **Studying your people systems: HR systems and programs and the resources available to carry these out effectively in order to embed diversity more fully**

  - **Discussing with responsible parties how effectively processes and programs are carried out, the helps and hindrances for effectiveness in the day-to-day culture, and any other issues that they might bring up that shed light on how these processes and programs really work**

  - **Comparing XYZ with best practice examples to set a baseline for progress with recommendations for moving diversity forward through HR systems**

  - **Making recommendations for progress**

HR Audit Process: Outline

Establish project parameters	Collect numeric data by parameters	Interviews and best practice comparisons	Develop/test initial findings	Present findings

Parameters:
- Recruitment: sourcing, interviewing and selection
- Turnover and its causes
- Promotional opportunities
- Culture, management style and people systems
- Openness to diversity

Sources:
- Demographic profile
- Hiring information
- Sourcing information
- Interview information
- Applicant data
- Recruitment strategy
- Info on performance management/ OD programs

Interviews:

Best Practice Research
- Best company database for XYZ industry
- Innovations in best practice systems

Analysis:
- Interpret overall findings from interviews
- Develop scales against best practices
- Determine areas for improvement/ leverage

Test conclusions:
- Send initial report for discussion
- Modify as required
- Develop report with best practices

Presentation:
- Arrange for presentation/ discussion with (suggested):
  - Responsible agents
  - HR
  - Others TBD

HR Audit Process: Outcomes

Establish project parameters	Collect data available	Interview responsible agents	Develop/test initial findings	Present findings

Outcomes:

- Familiarity with XYZ
- Create comfort with the desk review process
- Basic data cuts

Outcomes:

- Finer data cuts
- Auxiliary materials

Outcomes:

- Insights into what the data means
- Uncover other data sources
- Uncover other people to interview
- Achieve a sense of XYZ's recent diversity & Inclusion history

Outcomes:

- Findings for key areas
- Comparisons to best practices
- Baseline and recommended action steps
- Test and modifications

Outcomes:

- Accepted/socialized action steps
- Material to be compared with executive interview findings/focus group data