

Unless we provide or express prior written consent, no part of this template should be reproduced, distributed or communicated to any third party. We do not accept any liability if this template is used for an alternative purpose from which it is intended, nor to any third party in respect of this template. Items in this template are for reference only and will differ from one organization to another.

PURPOSE:

A key component to any successful Diversity, Equity and Inclusion initiative is the alignment between, not only your leadership teams, but with your Human Resources team as well. The HR team is a key component because they are the organization's middle point for all employees and external guests who request to access various types of information. The HR team also creates sustainable mentoring programs for employees during their onboarding processes as well as the monitoring of all survey data and questions in order to track the ERGs, BRGs, Council and Sub-committees' successes.

- **Understand your needs:**
Know your ERGs, BRGs, Council and/or Sub-committees DE&I “must-haves” versus your organizational “nice-to-haves.”
- **Review and Revise DE&I aligned job descriptions:**
Know what success will look like in the role and why, based on your DE&I set goals.
- **Nurture candidates:**
Once candidates are interviewed and hired, ensure a DE&I managed relationship is in place as part of your organizational on-boarding process. This is different from your ERGs, BRGs, Council and/or Sub-committees DE&I onboarding process.
- **Measure your success:**
Eliminate the bottlenecks. Refer to the DE&I Sample Survey Questions located on the Global ERG Network Membership Platform.
- **Provide a positive candidate experience:**
Don’t underestimate the power of a positive experience, collaboration is key.