



**ACC NCR Career Development Forum Presents:
Hiring, Managing & Retaining A Diverse Workforce**
MOVING WORDS TO ACTION- Practical Tips and Tools
July 23, 2020

HIRING

CANDIDATE POOL

- Expand the law schools and organizations that you are targeting
- Work with affinity bar associations
- Proactive outreach to diverse networks
- Think about internships and how they can add to the diversity pipeline- ex. ACC NCR's Corporate Scholars Program

METRICS/DATA

- Set inclusion targets, track and share results, accountability is important --some organizations tie bonuses to D&I goals
- Use data to benchmark where diverse employees are in a band relative to their peers-- Pursue pay equity

STANDARDIZING EVALUATION CRITERIA

- Using specific, standardized measures to evaluate candidates can help eliminate bias in the interview process

MANAGING

COMMUNICATION & TRAINING

- Diverse individuals can face unconscious bias, microaggressions, exclusion, and discrimination in the workplace. Consistent communication, annual mandatory training, and support is vital.
- Simply asking how you can better support a diverse employee in a one on one conversation is helpful
- Surveys and focus group can also facilitate communication
- Opportunities for socializing and getting to know employees on a personal level

OVERCOMING BIAS

- Be aware of your own biases—everyone has them whether it is subconscious or not

PERFORMANCE REVIEWS

- Consistent, structured feedback processes for performance and promotion reviews can create a more inclusive environment

RETAINING

CORPORATE CULTURE

- Changing mindsets and habitual behaviors can help change culture
- Embedding diversity into how business is conducted
- Being open to changing processes and policies can maximize the ability of diverse individuals to contribute and feel included

EMPLOYEE ENGAGEMENT

- Consider hiring a head of diversity and inclusion to coordinate diversity efforts across the organization
- Mentorship & Sponsorship programs- especially those that also include reverse mentoring by employees from diverse groups, formal sponsorship networks can help diverse community members navigate an organization

EMPLOYEE RESOURCE GROUPS

- Establishing employee resource groups is a first step, an executive level sponsor demonstrates commitment to an inclusive culture. ERGs can cultivate a sense of belonging, help raise awareness for learning and development opportunities, as well as job openings, give employees a safe space to share concerns, and further business goals.

The logo for Bridge Partners, featuring the words "Bridge Partners" in white serif font on a solid red square background.

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