

SCWIST DIVERSITY DASHBOARD GUIDE



1 Dashboard Overview

This document is a comprehensive guide to our diversity dashboard, offering insights to enhance decision-making, identify improvement opportunities, and foster inclusivity in the workplace. It walks you through key features and benefits, empowering executives, HR professionals, and team members to leverage data-driven insights.

Our SCWIST employment diversity dashboard visualizes and tracks workforce diversity across dimensions like gender, ethnicity, disability, and LGBTQ2S+ communities. It reveals representation within different employment levels, departments, and tenure, aiding in strengthening diversity efforts and tracking progress toward inclusion goals. Moreover, it helps identify potential biases in hiring and promotions, enabling proactive measures to ensure equal opportunities for all employees. Let's harness the power of data to drive positive change! The key insights you can derive from the diversity dashboards include the following:

A. Hiring Insights

- Analyze Gender and Equity-Seeking Groups Diversity.
- Gain insights into the hiring patterns across different departments.
- Assess the diversity representation within each department and identify any potential areas for improvement.
- Evaluate the effectiveness of the recruitment strategies in attracting diverse talent at various career stages and identify areas of focus for enhancing diversity in the recruitment processes.
- Examine hiring patterns across different geographical locations.

B. Workforce Representation

- Evaluate the current diversity status of your workforce.
- Examine the representation of different gender and equity-seeking groups.
- Gain a holistic view of the diversity landscape within your organization.
- Examine the diversity composition in terms of gender and equity-seeking groups within each department.
- Explore the representation of different demographic groups at different employment levels.

C. Performance Over the Years

- Track the progress of your diversity efforts over time.
- Uncover trends in hiring patterns by gender and equity-seeking groups.
- Filter and analyze data by department and employment level for targeted insights.
- Compare hiring trends between departments to uncover any variations or opportunities for promoting inclusivity.

System Specifications

This version of the dashboard is optimized for Windows operating systems. While MAC users can still view the dashboard, please note that some interactive features may not function as expected on MAC operating systems. For the best user experience, we recommend using this dashboard on a Windows platform. We appreciate your understanding and are actively working to enhance cross-platform functionality in future updates. If you encounter any issues or have feedback contact our support team.

2 Getting Started with Your Data

To analyze how your company is performing in terms of diversity, you need to prepare your data and import it to the diversity dashboard. Here is a step-by-step guide for using the SCWIST Diversity Dashboard:

2.1. STEP 1: Download Files

To get started with the SCWIST Diversity Dashboard, you need to download the zipped folder from the link provided below. Once you have downloaded it, you should unzip the file by right-clicking on it and selecting "Extract all" from the menu. After that, you will see a folder called "SCWIST Diversity Dashboard" that contains two items: an Excel file called Diversity Dashboard, which displays visualizations of your company's diversity, and a folder called Raw Data, which contains two Excel files where you can input your company's employment data in a specific format. Next, you need to prepare your data according to the instructions provided in STEP 2.

[SCWIST Diversity Dashboard File Download Link](#)

[Dashboard Demo](#)

2.2. STEP 2: Prepare Your Data

When you open the Raw Data folder, you will find two Excel files named "Employee List" (Figure 1) and "Job History" (Figure 2). To use these files, you need to replace the sample data with your company's data, but make sure to follow the provided format. To help you understand the format, the column titles in the files are explained below:

File 1: Employee List Excel File

1. **Employee ID:** An employee ID is a distinct way that employers identify each employee. You can either use the IDs already provided by your company or generate new ones for the dashboard. The critical thing is that each employee must have a unique ID that must be used consistently in Excel files. The Employee ID is utilized to connect all the data related to an employee and produce the appropriate visualizations.
2. **Hired Year:** The dashboard displays the diversity per year, so only the year of the employee's hiring date is needed. The month and day are not required.
3. **Separation Year:** The year the employee left the company is what's needed. If the employee is still employed, leave the cell in Excel empty. The month and day are not required.
4. **Gender:** The diversity dashboard displays the gender diversity in your company. Enter the gender of each employee as either male, female, or non-binary. If an employee chooses not to disclose their gender, enter NA instead.
5. **Equity Seeking Group:** The diversity dashboard displays how diverse your company is in hiring individuals from equity-seeking groups such as Racialized People, Indigenous People, People with Disabilities, and LGBTQ2S+ Communities, which are part of Canada's Equity-Seeking categorization. However, there may be other equity-seeking groups that your company has hired, and we welcome your feedback on these groups and what you would like to see in the dashboard. You can use the feedback form link to provide your suggestions. If an employee has not shared their status or does not belong to any equity-seeking group, leave the cell empty.
6. **Division:** To ensure diversity across all departments, companies should hire diversely in each department. In the "Division" column, specify the department to

which the employee belongs. The options include HR, Operations, Marketing, Sales, RD, Finance, and IT.

7. **Employment Level:** The employment level indicates the diversity of your company's hiring in both leadership and junior roles. Select the appropriate employment level from the available options, which include Entry-Level, Intermediate-Level, Senior-Level, C-Suite Management, or Board Member. If none of these options are applicable, enter NA.
8. **Location:** Your company may have a combination of local and international employees. Specify the country of residence for each employee.

	A	B	C	D	E	F	G	H	I
	EmployeeId	Hired Year	SeperationYear	Gender	Equity-Seeking Group	Division	Employment Level	Location	
1									
2	1	2018	2020	Female	Indigenous Peoples	IT	Senior-Level	America	
3	2	2020		Male	Non Equity Seeking Group	Marketing	Intermediate-Level	America	
4	3	2022	2023	Male	Non Equity Seeking Group	Finance	C-Suite Management	America	
5	4	2022		Male	People with disabilities	HR	C-Suite Management	America	
6	5	2020		Male	Non Equity Seeking Group	RD	Board Member	America	
7	6	2019		Male	LGBTQ2S+	Sales	Entry-Level	America	
8	7	2021		Male	Non Equity Seeking Group	Marketing	Entry-Level	America	
9	8	2019		Male	Indigenous Peoples	Sales	C-Suite Management	America	
10	9	2022		Male	Non Equity Seeking Group	Finance	Other	England	
11	10	2019		Male	Non Equity Seeking Group	Sales	Other	England	
12	11	2020		Male	Specialized people	Sales	Other	England	

Figure 1. EmployeeList Excel file

File 2: Job History Excel File

1. **Employee ID:** Make sure to use the same employee ID as specified in the "Employee List" Excel file.
2. **From Year:** The diversity dashboard aims to illustrate how employees have been promoted throughout their time in your company and assist in identifying any biases in the promotion process. An employee may have been promoted several times, resulting in a change in their job title. The "From Year" column specifies the year when the employee started their new job title or employment level.

3. **To Year:** The "To Year" column specifies when the employee's employment in the specified role has ended, indicating that they were promoted to the next level.
4. **Employment Level:** An employee may have different employment level titles based on the number of promotions. Make sure to create a row for each employment level to input "From Year" and "To Year".

Once you have prepared your data, it is important to review them to ensure that they are accurate and meet the required format. After reviewing, save the files and proceed to the next step.

	A	B	C	D	E	F	G
	Employeeid	From Year	To Year	Employment Level			
1							
2	1	2018	2020	Senior-Level			
3	2	2020	2022	Intermediate-Level			
4	3	2022	2023	C-Suite Management			
5	4	2022	2023	C-Suite Management			
6	5	2020	2022	Board Member			

Figure 2. Job History Excel file

2.3. STEP 3: Import Your Data to Diversity Dashboard

To ensure that your data has been imported properly, navigate to the "Data" tab and click on "Refresh All" TWICE to update the data. Refer to Figure 3 for guidance.

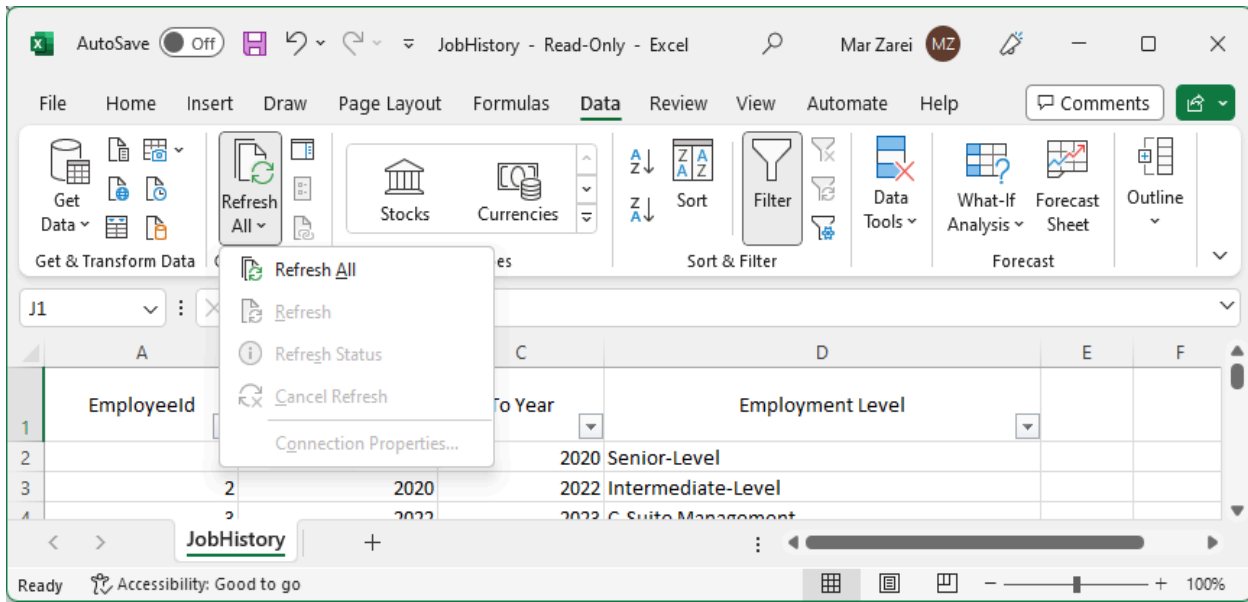


Figure 3. The “Refresh All” button under the “Data” tab

3. Diversity Dashboard Visualizations

3.1. Workforce Representation

The Workforce Representation Dashboard (Figure 4) provides a comprehensive overview of your current employees' gender distribution, both overall and across various departments, employment levels, and regions. It also allows you to assess the representation of diversity-seeking groups throughout the organization and across different job levels.

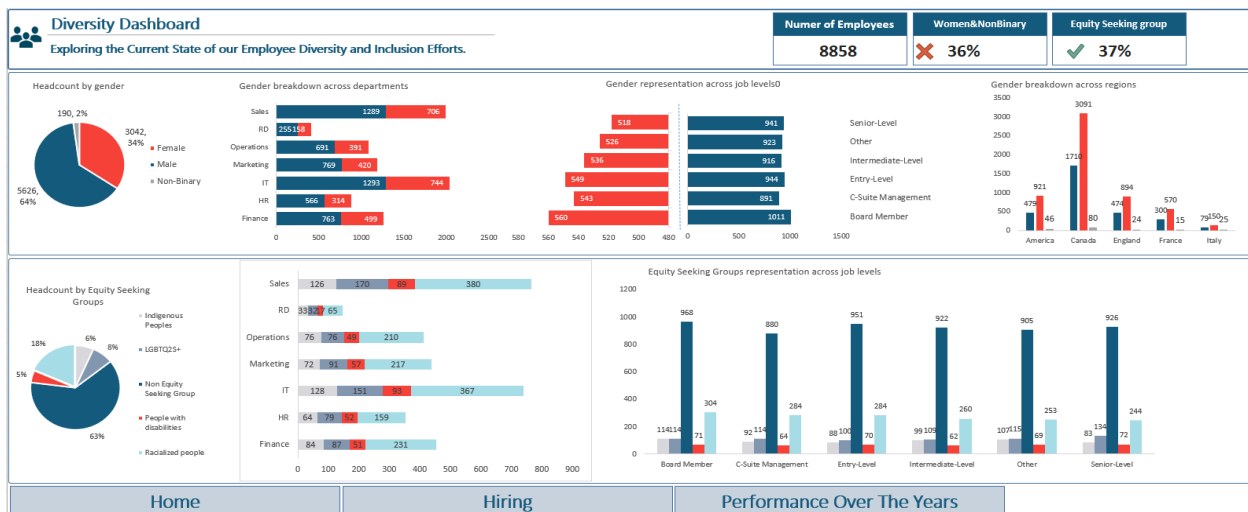


Figure 4. Workforce Representation Dashboard

The dashboard indicates on the top side whether your hiring practices align with the [50-30 diversity challenge](#). The 50-30 Challenge is an initiative by the Canadian government to promote diversity, equity, and inclusion in the workplace. The challenge encourages Canadian organizations to strive for gender parity and greater representation of other underrepresented groups, including racialized persons, Indigenous peoples, persons with disabilities, and LGBTQ2S+ communities, in senior management and board positions. The goal of the challenge is to achieve at least 50% representation of women and 30% representation of other underrepresented groups in these leadership positions in all sectors of the Canadian economy. Participating organizations are expected to establish measurable targets, track their progress, and report on their results publicly. The 50-30 Challenge is part of Canada's broader efforts to build a more equitable and inclusive society for all. Learn more about the 50-30 Challenge.

Analyze Gender and Equity-Seeking Groups Diversity.

3.2. Hiring Insights

The Hiring Insights dashboard provides you with several charts to visualize the diversity of your company's workforce. The charts display the gender and equity-seeking groups' representation across departments and job levels. You can use the filter on the right side of the dashboard to view the visualization for a particular year (Figure 5).

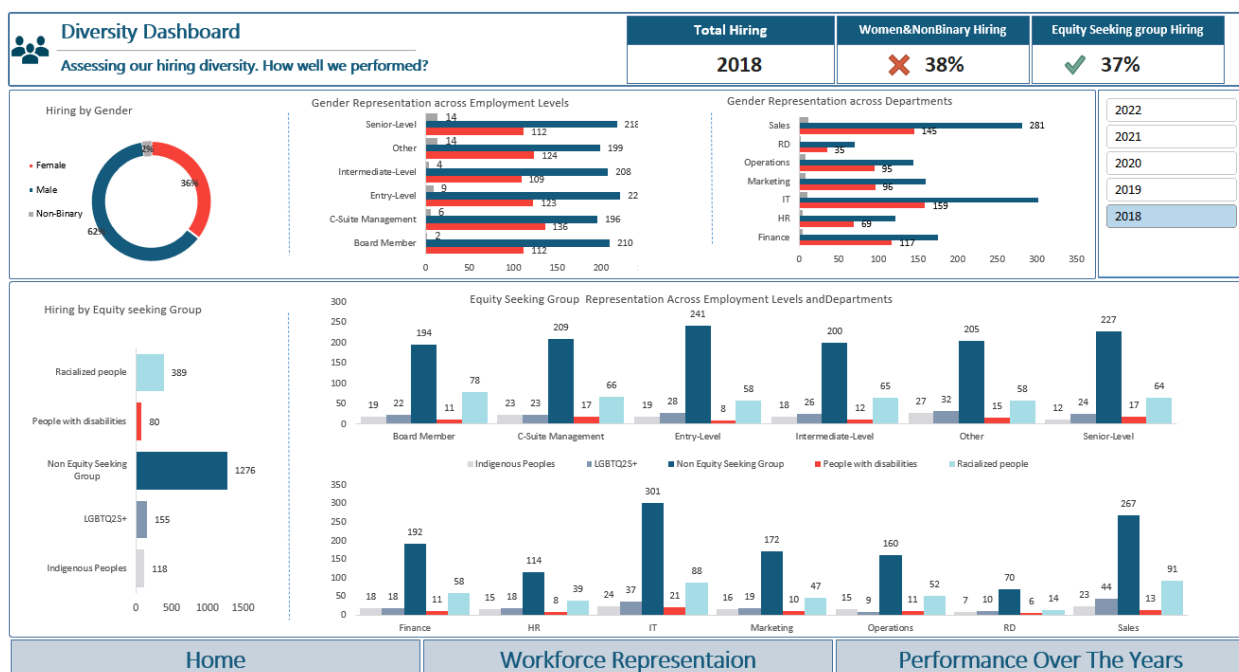


Figure 5. Hiring Insights Dashboard

The charts on this dashboard aim to help you gain insights into the hiring patterns across different departments, view the diversity representation within each department and identify any potential areas for improvement, evaluate the effectiveness of the recruitment strategies in attracting diverse talent at various career stages and identify areas of focus for enhancing diversity in the recruitment processes.

3.3. Performance Over Years

The Representation of Performance Over Year dashboard provides an overview of your company's employee trends over the years. The dashboard features several charts that track the diversity of your workforce in terms of yearly diversity by equity-seeking group and gender, as well as progress tracking for diversity by comparing yearly actual vs target data. The dashboard provides valuable insights into how your company is progressing toward its diversity goals and helps identify areas for improvement.

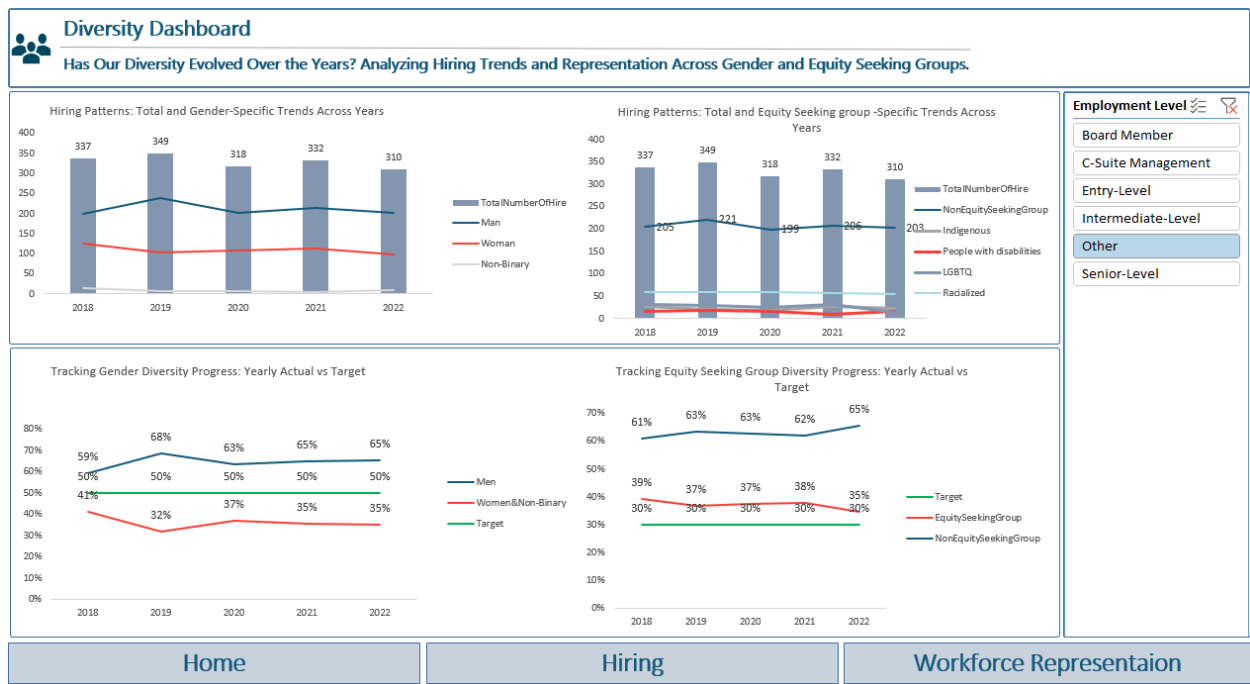


Figure 6. Representation of Gender and Equity-Seeking Groups Over Year Dashboard

By utilizing the filters located on the right side of the dashboard, you can examine the hiring patterns according to different seniority levels of employment. Maintaining a balanced approach to hiring is crucial, ensuring that recruitment is well-distributed across all levels, ranging from junior positions to leadership roles.

4. Next Steps

4.1. Measures

Once your company has identified any gaps or issues in their employment practices using the employment diversity dashboard, the next step is to develop an action plan to address them. This plan should be based on the specific issues that were identified and should be tailored to the company's unique circumstances and goals. For example, if your company found that they were not hiring enough employees from certain equity-seeking groups, they may need to revise their recruitment practices to target these groups specifically. This could involve partnering with organizations that serve these groups, attending job fairs or other events where they are likely to find qualified candidates, or revising their job postings to make them more appealing to these groups.

In addition to addressing specific gaps or issues, your company should also focus on creating a more inclusive and equitable workplace culture overall. This can involve initiatives such as providing training and resources for managers and employees to help them understand and address unconscious biases, creating mentorship or sponsorship programs to help employees from underrepresented groups advance in their careers, and ensuring that all employees have equal access to development and growth opportunities. By taking a comprehensive approach to addressing diversity and inclusion in the workplace, your company can create a more supportive and productive environment for all employees.

4.2. Feedback

We would love to hear your feedback on the employment diversity dashboard and whether it has been helpful for your company in identifying any gaps or issues in your employment practices. Your feedback will help us improve the dashboard and provide better insights to companies in the future.

We would appreciate it if you could take a few minutes to fill out a brief survey and share your thoughts on the usefulness of the diversity dashboard. Your feedback will be anonymous and will only be used to improve the dashboard's functionality and features. Thank you for your time and input.

[Google Form Survey Link](#)

Contact us

✉ director-policyandimpact@scwist.ca

☎ Submit a support request: [Google Form](#)



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