Recruitment and Retention

of SETT Women

Participant Workbook

Winsett Centre
www.winsett.ca

Organization Gender Representation Self-Assessment

The purpose of this scorecard is to gather your organization's metrics and determine which area (recruitment or retention) you might need to focus on to improve gender representation in your SETT workplace. There may be other metrics that might be important for your organization to consider as this is not an exhaustive list.

Take a look at the level of gender representation you already have in your organization SETT employees.

Total number of employees in your organization:	
Total number of employees in SETT roles:	
Total number of **women** in SETT roles:	
Percentage of Women Executives in your organization:	
Attrition Rate of SETT Women in your organization:	

Percentage of SETT women* in your organization	**Current State**	**Future Target**	**By Date**
Percentage of women in **Science*** roles in your organization:			
Percentage of women in **Engineering*** roles in your organization:			
Percentage of women in **Technology*** roles* in your organization:			
Percentage of women in **Trade*** roles in your organization:			

Reminder that the % of women you have in your company should be evaluated by comparing to the overall % of women in that field: engineers are ~11% women, science roles are ~20%, tech roles are ~24% and trades are ~5%. When possible, you should compare them to the overall levels for that profession or trade when setting targets.

What area, recruitment, retention, or both; do you see room for your company to improve?

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1. What gender inclusive policies & practices are currently present in your organization?

   ❑ Flex time / Compressed work week
   ❑ On-site child care
   ❑ Child / family care fund
   ❑ Paid parental leave (above legal minimum)
   ❑ Formal workplace harassment policy & universal policy training
   ❑ Professional development programs
   ❑ Diversity and/or inclusion training
   ❑ Diverse / inclusive recruitment materials
   ❑ Inclusive cultural norms
   ❑ Other:
   ❑ Other:
   ❑ Other:

2. Describe the **intentional strategies** your and/or your organization have tried to increase the percentage of women in SETT roles in your organization. **How did you measure their effectiveness**?

3. What intentional strategies that you have used to increase the percentage of women in SETT roles in your organization **worked the best**?

4. What intentional strategies that you have used to increase the percentage of women in SETT roles in your organization **did not work** as you hoped?

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5. Describe your biggest victory/sense of pride with recruiting and retaining women in SETT.

6. Describe your biggest obstacles/challenges with recruiting and retaining women in SETT.

Tackling the Challenges

7. Which of these three challenges would you like to focus on improving in your organization? Why?

> <u>**Recruitment:**</u>
> ❑ *We can't find them* → *Finding SETT Women*
> ❑ *Women don't want to work here* → *Attracting SETT Women*
>
> <u>**Retention:**</u>
> ❑ *Women are leaving* → *Retaining SETT Women*

Social identity threat represents instances in which individuals feel the collectives to which they belong have been evaluated negatively.

Strategies

Throughout the workshop, **capture any ideas or notes** that will help you improve your organization's gender representation, what assumptions do you need to challenge, which ideas resonated with you, and what will you commit to implement in an effort to improve?

Recruitment

❑ 1. Fish in hidden pools

❑ 2. Include her

❑ 3. Consider your reputation

❑ 4. Rethink who your "ideal" candidate is

❑ 5. Review intake processes for inclusion

One action I commit to take to improve our **recruitment** practices are:

Retention

❑ 1. Protect her physical safety

❑ 2. Protect her physiological safety

❑ 3. Show her an Advancement Path (Level the Playing Field)

❑ 4. Mirror Purpose and Meaning

❑ 5. Get Supervisor Buy-in

One action I commit to take to improve our **retention** practices are:

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