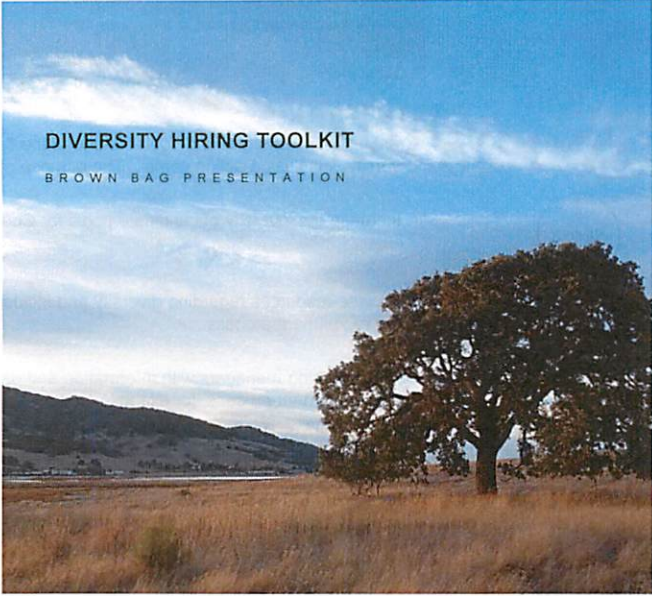



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April 2017



DIVERSITY HIRING TOOLKIT
BROWN BAG PRESENTATION




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AGENDA
DIVERSITY HIRING TOOLKIT

1. Background and Purpose
2. Overview of the Diversity Hiring Toolkit
3. Open Discussion / Q&A

Slide 2



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BACKGROUND & PURPOSE

DIVERSITY HIRING TOOLKIT

Creating the Diversity Hiring Toolkit is one of the 5 Year Business Plan's Diversity & Inclusion action items. The purpose of the toolkit is to:

Slide 3

- Increase the diversity of candidate pools for County recruitments
- Provide resources regarding diversity and inclusion and their impact on the recruitment process.
- Provide hiring managers with information and data to aid them throughout the recruitment process, for example:
 - County recruitment processes and procedures
 - Underutilization



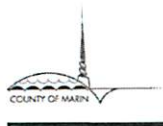
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DIVERSITY AND INCLUSION

DIVERSITY HIRING TOOLKIT

Slide 4

- Definitions
 - **Diversity:** Collection of individual attributes that are valued, respected and heard – that together help the county pursue objectives efficiently and effectively.
 - **Inclusion:** When the County values, respects and invites diverse voices into all aspects of the organization, including its decision making, so that all contribute to the success of the County.
- Why is it important?
 - Diverse companies and teams are more innovative and adaptive to change.
 - Reflect and better serve our communities, strengthening and increasing efficiency and excellence in delivery of services.
 - Provides a welcoming, supportive working environment where anyone can thrive.
 - Inclusion helps diverse companies/teams see and achieve success both within and outside of the organization.



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STRUCTURE

DIVERSITY HIRING TOOLKIT

Slide 5

```
graph TD; Planning[Planning] --> Recruiting[Recruiting]; Recruiting --> Selecting[Selecting]; Selecting --> Hiring[Hiring]; Hiring --> Planning;
```

- Planning**
 - Define Position
 - Outreach Plan
 - Screening/Exam Plan
- Recruiting**
 - Advertise
 - Receive Applications
 - Screen/Exam Steps
- Selecting**
 - Panel Interviews
 - In-Selection Testing
- Hiring**
 - References
 - Notify Candidates
 - Onboarding



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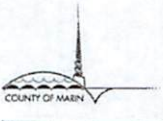
TOOLKIT LOCATION

DIVERSITY HIRING TOOLKIT

Slide 6

- County of Marin
 - > Department
 - > Human Resources
 - > Toolkits
 - > Diversity Hiring Toolkit

<http://www.marincounty.org/depts/hr/divisions/organization-development-and-training/diversitytkmain>



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GOING FORWARD/NEXT STEPS

Slide 7

- 5 Brown Bag sessions in April/May
- More comprehensive quarterly trainings for supervisors/hiring managers beginning this summer- "Best Practices for Diverse and Inclusive Hiring"
- Quarterly training for Selection Panel members. Official launch at Career Day (2 sessions), May 24 and 25
- Both trainings will be available on an as needed/as requested basis



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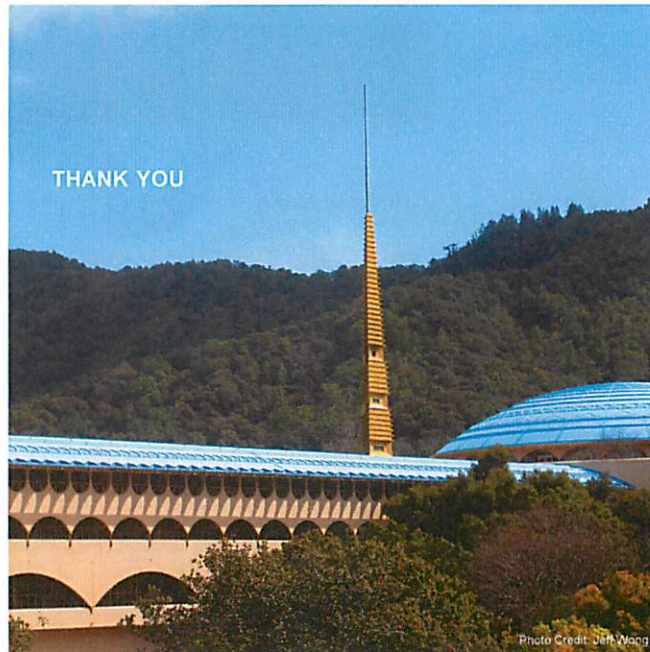


Photo Credit: Jeff Wong