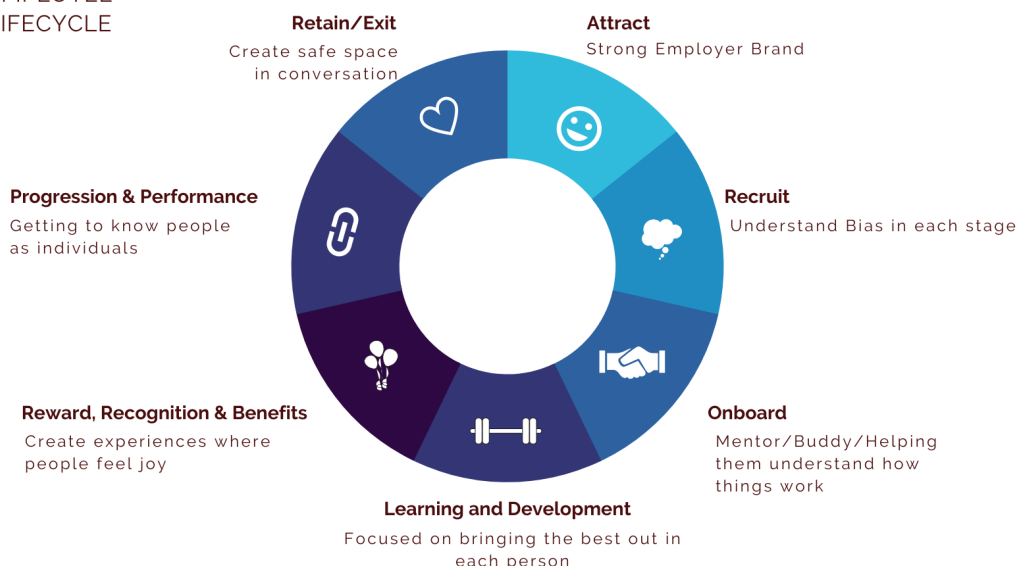# EDI Resources for Small & Medium Sized Businesses

Provide tools and recommendations for small and medium-sized organizations that are committed to embedding Equity, Diversity and Inclusion in all stages of the employee lifecycle.

THOMPSON RIVERS UNIVERSITY

UBC | THE UNIVERSITY OF BRITISH COLUMBIA
Okanagan Campus

UNBC | UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Retain/Exit
Create safe space
in conversation

Attract
Strong Employer Brand

Progression & Performance
Getting to know people
as individuals

Recruit
Understand Bias in each stage

Reward, Recognition & Benefits
Create experiences where
people feel joy

Onboard
Mentor/Buddy/Helping
them understand how
things work

Learning and Development
Focused on bringing the best out in
each person

Attract: Tools to help you build a strong employer brand

Employer Brand
❯ Veza Global's Employer Branding Toolkit: This blueprint focuses on the employer value proposition (EVP).

Job Descriptions
❯ Hire for Talent's How to Write Inclusive Job Descriptions: This resource outlines steps for organizations to consider when writing job descriptions

❯ Small Business BC: Top 4 Inclusive Hiring Practices To Attract New Talent, Including Students: This resource discusses organizational readiness, attractive job postings, and inclusive interview process.

❯ Gender Decoder: This tool can help businesses create more inclusive job descriptions that are less gender coded.

Additional Resources
❯ Presidents Group Case Study: Tacofino's Tips for Accessible Small Businesses: This resource includes tips on language, postings, interviews, onboarding and metrics.

❯ Association for Co-operative Education and Work-Integrated Learning BC/Yukon's Diversity and Inclusion Toolkit: This toolkit provides tips and recommendations for employers and hiring managers to help them attract, hire and onboard students from international pathways.

❯ Association for Co-operative Education and Work-Integrated Learning BC/Yukon's Hiring Indigenous Students Toolkit : This resource supports employers to further reflect and act on the Truth and Reconciliation Commission's Calls to Action.

❯ WGBH's Inclusive Language Guidelines: This resource provides inclusive language suggestions that can be included in everyday language, website, social media and other forms of communication.

Recruit: Tools to help you understand bias in each stage

Addressing Bias
Project Implicit's Implicit Bias Test: This tool measures attitudes and belief and highlights implicit biases that you may not be aware of.

Interviews
Focus Professional Services' Tips for a Successful, Inclusive Interview with Autistic Candidates: This resource provides recommendations for the invitations to interview, the interview process, interview questions and technical assessments.
Vancouver Island University's Holding Inclusive Interviews: This resource includes interview best practices.

Hiring Students
Cacuss Working towards Inclusion: This report highlights equitable practices for hiring student staff and new professionals.
Talent Forward's Incorporating Diversity and Inclusion when Hiring a Student: This resource includes recommendations on making diversity and inclusion a key part of student recruitment and engagement strategies.

Inclusive hiring practices
List of resources to promote inclusive hiring practices in the Queen's Gazette
Hiring for Diversity-UBC Arts Co-op: This webpage provides several resources to support organizations to foster diversity and inclusion.

Hiring Newcomers
Hiring Newcomers and Creating Inclusive Canadian Workplaces - ACCES Employment: This resource provides suggestions for inclusive hiring and creating an inclusive culture in workplaces.

Onboard: Tools to help you support new employees in all stages of the onboarding process

Hire for Talent's Basic Employee Orientation and Onboarding Checklist: This resource provides recommendations for onboarding new employees.

Veza Global's Onboarding for Inclusive Culture: This template illustrates a model of an inclusive culture, stages in the onboarding process, and provides a checklist to guide you through the process.

Immigrant Employment Council of BC's Onboarding Refugees: A Toolkit for Employers: This resource provides information on culturally sensitive hiring and retention bracting to support employers build more inclusive workplaces.

INWIL's Hiring and Onboarding Student Talent Toolkit: This resource provides recommendations for businesses that are looking to hire student talent.

Learning and Development: Tools to help you bring the best out of each person

UN Women's Manual for Mentoring Women's Empowerment

This resource is a guide for workplace mentoring programs that can be adapted to meet the needs of small and medium-sized organizations

University of Toronto's four phases of mentorship

This webpage provides a list of resources for the four phases of mentorship, including preparing, negotiating, enabling growth and coming to closure.

Reward/Recognition/Benefits: Tools to help you create experience where people feel joy

The Canadian Association for Supported Employee's HR Inclusive Policy Toolkit Benefits: This webpage highlights the meaning and importance of inclusive benefits and provides tips for putting it into practice.
Mental Health Commission of Canada's Extended Ment

Canada's Extended Mental Health Benefits in Canadian Workplaces. Highlights research on employee and employer perspectives. This research benefits Mental Health in the workplace.

President's Group's A Disability Inclusive Benefits Package: This resource provides reflection questions and recommendations that can support employers implement a more inclusive benefits package.

Progression and Performance: Tools to help you address bias in progression and performance and to get to know people as individuals

Delloite's Mitigating bias in performance management

This article highlights the impact of bias and how to address it in performance management.

Harvard Business Review's Why Most Performance Evaluations Are Biased, and How to Fix Them

This article highlights how performance assessments can be biased and offer recommendations to address biases.

Retain/Exit: Tools to help you create an inclusive environment to help you retain employees

Retention

> **Government of Canada's Guide to Planning Inclusive Meetings**: This resource provides information and suggestions on planning, conducting and providing accessible services and materials for meetings.

> **Government of Canada's Gender-based Analysis (GBA) Plus course**: This free course provides a foundation for understanding the GBA Plus analytical tool to guide and support the creation of inclusive programs, policies and initiatives.

> **Canadian SME Business Magazine's Steps for Small Business Owners to Improve Diversity and Inclusion**: This resource highlights the advantages of having a diverse workforce and provides recommendations for improving diversity and inclusion in the workplace.

> **Great Place to Work and Pride at Work's Beyond Diversity: An LGBT Best Practice Guide for Employers**: This resource provides 12 strategies to foster the inclusion of LGBT people in workplaces.

> **TAP Network's Diversity and Inclusion Hub**: This hub provides various EDI resources for different stages of the employer life cycle.

> **Association for Co-operative Education and Work-Integrated Learning BC/Yukon's Employer Self-Assessment Worksheet**: This resource offers reflection questions on EDI and Truth and Reconciliation for employers

Exit

> **The Canadian Bar Association Alberta Branch Inclusive Workplace Toolkit**: This resource provides strategies one exit interviews for law firms that can be adapted for different organizations.

CONNECT
WITH US

HTTPS:// Project Website:
inwil.opened.ca

in Social Media:
LinkedIn

📅 Meet the Team: Book a meeting with us

Connect with Our Team:
connect@inwil.ca

f Facebook:
@INWILBC

Instagram:
@INWILBC