VIBRANT
INDEX
DIAGNOSTIC TOOL FAQ

What is the Vibrant Index?

The Vibrant Index is a project created to inspire organizations in the Pittsburgh region to incorporate best practices in diversity and inclusion. Each of these practices has been supported by research in the field. The Vibrant Diversity and Inclusion Diagnostic Tool helps organizations to identify their strengths. Every organization then receives a Feedback Report, with scores comparing them to other respondents and tips for adopting best practices in the future. Companies who are leading the way will be acknowledged as Vibrant Champions. Organizations can also access a Vibrant Talent Consultant to help further explore strategies and practices to advance diversity and inclusion.

How can this project help my organization?

Completing the Vibrant Diversity and Inclusion Diagnostic Tool will give your organization a way to reflect on best practices and find out ways you can make your D&I efforts more effective.

What is the Vibrant Diversity and Inclusion Diagnostic Tool?

The Vibrant Diversity and Inclusion Diagnostic Tool is a way for organizations to identify their strengths in diversity and inclusion and receive a personalized feedback report with recommendations on how to improve their D&I approach.

Who will see my company's answers to the Vibrant Diversity and Inclusion Diagnostic?

Answers to the Vibrant Diversity and Inclusion Diagnostic are strictly confidential. They will be used to identify candidates for the Vibrant Champions list and to provide a feedback report to each organization. A summary will be available to the public but will not include any individual organization's responses.

How will my answers be used?

Your answers will be used to provide you with information on how your practices compare to other companies'. The information will also be used to create summary reports for the region, as well as to calculate your organization's eligibility for inclusion in the Vibrant Champions list.

Do I have to fill out the Diagnostic in one session?

No. A unique link will be sent to you. Your answers will be saved every time you hit the 'Next' button. You can even give the link to a colleague to complete a section.

Why do you ask about organization size?

The organization's size will be taken into consideration when developing recommendations for its Feedback Report and when identifying candidates for the list of Vibrant Champions.

WRITTEN COMMITMENT AND TRANSPARENCY

What is a public pledge to support diversity and inclusion?

What we mean here is that your organization (or its CEO) has signed a pledge that was created by an outside organization, such as the [CEO Action for Diversity and Inclusion Pledge](#), or made a public commitment to work on diversity and inclusion goals set out by a third party, such as the [United Nations Sustainability Development Goals](#).

What is the CEO Action for Diversity and Inclusion Pledge?

The CEO Action Pledge is an international effort spearheaded by Price Waterhouse Cooper and a steering committee of CEOs from some of the largest firms in the world. The Pledge seeks to promote CEO engagement and action on diversity and inclusion issues, including a public pledge that has 17,758 signatures to date.

What counts for this question?

Any public pledge to work on diversity and inclusion issues that is hosted or created by an external organization or collection of organization. A public pledge to work on a set of goals such as the [United Nations Sustainability Development Goals](#), which includes several key diversity and inclusion goals, would be acceptable as well.

What is a written policy against discrimination?

An organization's anti-discrimination policy declares what behaviors are intolerable or unacceptable and includes a reporting process for those that would like to report discrimination. Policies should be customized for your organization and must comply with Federal, State and Local laws. Check with your legal counsel and human resource advisors to ensure your policy is compliant and reflects the culture and values of your organization.

> Example:
>
> [Organization Name] does not discriminate on the basis of age, race, ethnicity, national origin, gender, gender identity, sexual orientation, veteran status, religion, or disability in its activities or policies.

Why is it important for the written policy against discrimination to be on the company's website?

One of the first places people go to learn more about your organization is your website. A commitment to diversity and inclusion, an equal employment opportunity or anti-discrimination statement provides your organization with an opportunity convey to the public and job seekers that your organization values diversity and inclusion. The more information your organization shares about its values, diversity and inclusion efforts, external partners, awards, etc. and the more depictions of diversity that are showcased on the site, the more effective it will be in supporting your diversity and inclusion strategy.

BENEFITS AND POLICIES

Why does the diagnostic ask about family-friendly policies?

These policies have been identified as promoting inclusivity of people who have children and other dependents.

What does LGBTQIA+ mean?

Lesbian, Gay, Bisexual, Trans, Queer, Intersex, and Asexual, etc.

What are same-sex and nonmarried partner benefits?

This means that employees who have partners but are not married can still receive benefits for those partners.

What are trans-inclusive health care benefits?

This means that employer-provided coverage includes treatment such as hormone replacement therapy and gender-confirmation surgeries.

What does it mean to have space on employee badges for pronouns?

This means that employees are invited to share their pronouns with other employees and the public, which encourages others to share their own pronouns. Organizations signal a welcoming environment for people that are gender nonconforming, transitioning, or transgender by showing awareness and taking proactive steps that expressly allow people to share their gender identity.

What do you mean about diverse clothing and hairstyles?

This means creating a work culture in which a variety of people from different backgrounds can feel comfortable coming to work with clothing and hair that is consistent with their cultures.

What are flexible work arrangements?

This means that hours are not strictly 9 to 5, but that employees can have flexibility in their scheduling to attend to doctor's appointments, parent-teacher conferences, and other life events. Flexible work arrangements may also include opportunities to work remotely.

EMPLOYEE NETWORKS

I've heard a lot of different arguments about Employee Resource Groups (ERGs), Business Resource Groups (BRGs). Why are they included in the diagnostic?

Vibrant Pittsburgh recommends Employee Resource Groups and Business Resource Groups as a way for employees to connect with networks that will help support and connect them to information, opportunities, and resources that are critical to engagement, advancement and retention in the workplace. ERGs also provide organizations with critical insights into different communities and cultures to learn better ways to create more inclusive environments. We recognize that ERGs are not appropriate for every organization, and that the success of ERGs is dependent on organizational climate, size and practices around ERGs. For more information on ERGs, check out our member resources.

What do you mean by "identities included in our ERGs"?

This refers to the groups represented by ERGs. This may include women, people with disabilities, African Americans, parents, etc.

What is a "multi-identity group"?

In companies which do not have enough employees to create ERGs around identities, employees may group together in a multi-identity group to learn about and from each other and support each other. Additionally, that helps inform an organization's approach to its market and workforce.

What are "external professional affinity groups"?

These refer to groups that are external to your organization and bring people together that share a common identity. These groups represent people that are under-represented and or marginalized. The groups could include National Society of Black Engineers, Society of Women Engineers, Association of OCA – Asian Pacific American Advocates, Association of Latino Professionals for America.

What is ERG executive sponsorship?

This means that a high-ranking employee with influence, such as the CEO, advocates for, participates in, and secures funding and visibility for the ERG, its members and its activities.

DIVERSITY AND LEADERSHIP

What is a Chief Diversity Officer?

A Chief Diversity Officer is an executive who oversees and drives the diversity and inclusion strategy in your organization. Around 20% of Fortune 500 companies employ a CDO. Depending on the type of organization, the CDO role may be focused on the workforce or marketplace including product development, external partnerships, customer service, supplier diversity or a combination of these focus areas. The CDO may be employee-facing or focused on outreach.

What do you mean by "employees whose primary job responsibility is to advance diversity and inclusion issues?"

There are many titles for employees who work to promote diversity and inclusion in an organization. Some titles may not include the terms diversity and inclusion. Other employees may have D&I as a portion of their responsibilities.

TRAINING AND EDUCATION

What is Implicit/Unconscious Bias?

This refers to biases that we are not aware of that may cause us to perpetuate discrimination without intending to.

What is Cultural Competence?

This is the ability to conduct yourself in a respectful manner with people from other cultures.

What is Bias Awareness?

This training involves exercises that make us more aware of our biases, such as taking tests at Project Implicit.

What is Bias Reduction?

This refers to the actions taken after bias is taken into account. It involves becoming aware of biases and employing tactics to reduce the harm they can do.

What is Affirmative Action training?

This applies to organizations that take affirmative steps to address inequities or disparities using some form of preferential treatment that is afforded to an individual or group in a protected category. Many organizations with Affirmative Action programs are federal contractors or the recipients of federal funds. Training generally includes a review of the rules and regulations governing Affirmative Action, how to calculate legally permissible affirmative action goals and how to comply with the rules.

What is Equal Employment Opportunity (EEO) Compliance training?

This training will include how to do EEO reporting and how to comply with EEO guidelines.

What is 'Belonging'?

Belonging involves creating a workplace culture in which all employees can bring their whole, authentic selves to work.

ACCOUNTABILITY METRICS

Why does the Diagnostic ask about data?

Gathering data about who is hired, how long they stay, and how much they are paid can reveal a lot about whether your organization's diversity and inclusion practices are working to attract a more diverse workforce to our region. This is the way that you can check to see if bias is playing a part in your organization's operations. Simply being aware of the numbers is a best practice in and of itself.

What can we do if the numbers aren't what we want?

If your organization has gathered the data and wants to implement some changes, reach out to Vibrant Pittsburgh or the Allegheny Conference to work with a talent consultant.

TALENT ENGAGEMENT AND RECRUITMENT

What is a diverse recruitment plan?

A diverse recruitment plan is a concerted effort on the part of an organization to increase the representation of demographic groups that are currently under-represented in the organization. It usually involves targeted recruitment of underrepresented groups as well as goals for the organization to reflect the diversity of the area in which they operate or the professions they encompass.

What is availability data?

Availability data is descriptive data that indicates the diversity of a field or profession. It may include information about graduation rates, demographics of a field or industry, as well as workforce data. Availability should be calculated to develop Affirmative Action goals and assess progress.

What counts as a convention or event centered around a minority group?

For this question, it is any event that is centered around a group of convention attendees that share a common identity and a common industry, profession, or degrees. If you are a Vibrant Pittsburgh Member, please Log In to your Members only page on our website to find a comprehensive list of diversity related conferences or industry-specific conferences where recruiting can take place.

What are Anonymized Resumes?

Removing or obscuring information (like name, age, gender) on resumes is a technique for limiting the effects of bias during the hiring process. Studies have shown that resumes with 'Black-sounding' names were less likely to receive callbacks than to resumes with traditional European sounding names and identical qualifications. In other studies, women with identical qualifications were assumed to be less competent than male counterparts.

What are Blind/Written Interviews?

Blind interviews are methods employers use to limit bias during the interview process. It generally means that the employer does not see and sometimes does not speak to the candidate during the interview component of hiring. Organizations use creative means to assess candidates including written responses, testing that allows candidates to showcase skills, and other mechanisms.

What are Standardized Interview Questions?

Using a standardized set of interview questions for all candidates for a position is a technique for reducing bias. Research has shown that women and men are asked different questions, with women being asked to prove their competence at higher rates than men for the same positions. Asking identical questions provides a fairer basis on which to compare candidates.

What are Hiring Panels?

Using a hiring panel instead of a single interviewer can also reduce bias, especially when panelists are asked to justify their answers.

SUPPLIER DIVERSITY

What is a supplier diversity plan?

A supplier diversity plan is a deliberate strategy on the part of an organization to counter the effects of bias and increase the diversity of vendors from which organizations procure services and goods. Supplier diversity programs are generally established for minority, women, disadvantaged and veteran businesses.

COMMUNITY ENGAGEMENT

What do you mean by diverse community projects, organizations, or initiatives?

This might entail supporting diverse nonprofit organizations and other external partners by serving on boards, raising funds, volunteering on projects, and hosting or sponsoring events for community members which benefit the communities and markets where the organization operates.

What counts as public events supporting non-majority populations and communities, such as parades or cultural festivals?

This could be anything from the lunar new year festivals, a Pride parade, African American Heritage Day Parade, a community celebration of Martin Luther King, Jr. Day, Hispanic Heritage Month celebrations, ReelAbilities Film Festival, etc.

NEXT STEPS

What support is available to organizations after we receive feedback?

Organizations also access a Vibrant Talent Consultant for advice, education, and consulting services to help further explore strategies and practices to advance diversity and inclusion. For more information about Vibrant Talent Consultant services, contact Lora McKnight, Director of Operations 412-281-8600 ext. 209 or loram@vibrantpittsburgh.org.