STEP 1: RESEARCH
• Compile data and have your organization’s figures and stats
• Gather employee demographics - age, ethnicity, gender, education, etc.
• Share and discuss information with C-Suite leadership

STEP 2: FIND THE RIGHT PEOPLE
• Look externally for new employees
• Look internally to employees for career advancement opportunities
• Engage with your team members and gauge their interest.

STEP 3: FOCUS ON THE NEEDS & MARK YOUR GOALS
• Identify the needs and areas of concerns so the people and their tasks can be structured accordingly
• Define the problematic areas that need immediate attention

STEP 4: BE TRANSPARENT AND EDUCATE
• Educate your team
• Study, do surveys, interviews, and hold training within the organization
• Research case studies ideas and previous strategies

STEP 5: REMOVE THE PROBLEMATIC POLICIES & ESTABLISH SHORT & LONG-TERM GOALS
• Remove all the obstacles from diversity recruiting and hiring
• Complete an analysis of the company culture to see which areas require immediate attention