

# Building Your DEI Team



## 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