🔊 This session is being recorded.

Workplace Gender Auditing
analysing your audit data, 2021

INDICATOR 5: RECRUITMENT & PROMOTION PRACTICES IN THE WORKPLACE
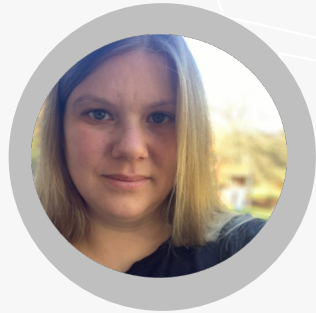
In the room today

Facilitator
Jen Branscombe

GenderWorks Australia

Facilitator
Kathy Oliver

GenderWorks Australia

Participants
80 entities

Ways of working

Safety and Support
Your EAP Provider

1800 Respect | Safe Steps

Chat Function
Ask questions, note comments

We will monitor and respond

Session Focus
Focus on analysing your data

Not challenges completing template

Not challenges with manipulating data

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Context for data analysis support

COLLECT

JUL — Populate your reporting template

ANALYSE

JUL-AUG — Analyse your completed dataset

CONSULT

AUG-STEP — Take your analysis for consultation

RESPOND

OCT — Draft strategies to guide progress

REPORT

DEC — Submit your dataset as an Annex to your GEAP

The Commission is working on troubleshooting the template.

.v3 due for release by end June

GenderWorks is developing data analysis guidance on behalf of the Commission

AGEP is supporting entities to prepare for consultation, GEAP formulation

Indicator 5 – Data for Analysis

Recruitment & Promotion practices in the workplace

Workforce data
Tables 5.1– 5.5 – gender
Sheet 5a – intersectional gender

Employee Experience data
Response data for survey qns
mapped to Indicator 5

Indicator 5 – Two topics to focus on

Recruitment

5.1 table on recruitment
Intersectional tables on exits (5a)
survey questions

25 minutes

Promotion Practices

4 tables related to Promotion Practices
survey questions on Leave perceptions

25 minutes

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Recruitment: What's in your Workforce dataset?

Table 5.1   *Gender composition of people recruited, from 1 July 2020 to 30 June 2021*

Note: please check v3 of the Indicative reporting template (once released late June) to confirm final table format

Classification	Employee Level (your organisation's terminology)	Employment basis	Headcount			
			Women	Men	Self Described Gender	Total employees
Classification	[optional]	Full-time permanent/ongoing				
		Full-time contract (fixed-term)				
		Part-time permanent/ongoing				
		Part-time contract (fixed-term)				
		Casual				
Classification	[optional]	Full-time permanent/ongoing				
		Full-time contract (fixed-term)				
		Part-time permanent/ongoing				
		Part-time contract (fixed-term)				
		Casual				

Note: Table 5.1 will arrange recruitment headcount *by classification level* so you're approach to analysis may depend on *how* you've decided to map your classification levels.

- ○ *Have you mapped your classification levels by reporting level to CEO?*
- ○ *Have you mapped your classification EA levels?*
- ○ *Have you mapped your classification levels by management levels & occupational group?*

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Recruitment: What's in your Workforce dataset?

Sheet 5a *Gender composition of people who exited the defined entity, by Aboriginality, age, disability, ethnicity and race, religion and sexual orientation, from 1 July 2020 to 30 June 2021*

* Note: please check v3 of the Indicative reporting template (once released late June) to confirm final table format

Classification by reporting level to CEO/head of business i) enter 0 for the CEO; ii) enter -1 for the level below CEO; and continue until all people are captured	Employee Level (your organisation's terminology)	Employment basis	Identify as Aboriginal and/or Torres Strait Islander			Do not identify as Aboriginal and/or Torres Strait Islander			Prefer not to say			No response			Total employees
			Women	Men	Self Described Gender	Women	Men	Self Described Gender	Women	Men	Self Described Gender	Women	Men	Self Described Gender	
CEO (0)	[optional]	Full-time permanent/ongoing													
		Full-time contract (fixed-term)													
		Part-time permanent/ongoing													
		Part-time contract (fixed-term)													
		Casual													
enter level from the CEO	[optional]	Full-time permanent/ongoing													
		Full-time contract (fixed-term)													
		Part-time permanent/ongoing													
		Part-time contract (fixed-term)													
		Casual													

In sheet 5a you may have tables for Aboriginality, age, disability, cultural identity (ethnicity and race), religion , sexual orientation,

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Recruitment: your Employee Experience dataset

Relevant questions mapped to Indicator 5 focus on

❑ **Fair Recruitment and promotion decisions**

❑ **Diversity and inclusion in the workplace**
　　workgroup, manager, senior leaders support for diversity and inclusion

❑ **Equal employment opportunity**
　　whether age, gender, disability, sexual orientation, cultural background, being Aboriginal is a barrier to success

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Analysing your data on recruitment

Key points to remember

- Always disaggregate by *gender,* as your primary measure.
- You may disaggregate by those *intersectional identities* where you have data (and where privacy thresholds are met)

Overarching focus of your analysis – start here and build from this

- Does your aggregate data tell a different story to your data for individual genders?
- What differences do you see between genders?
- What differences do you see between genders and employment types?
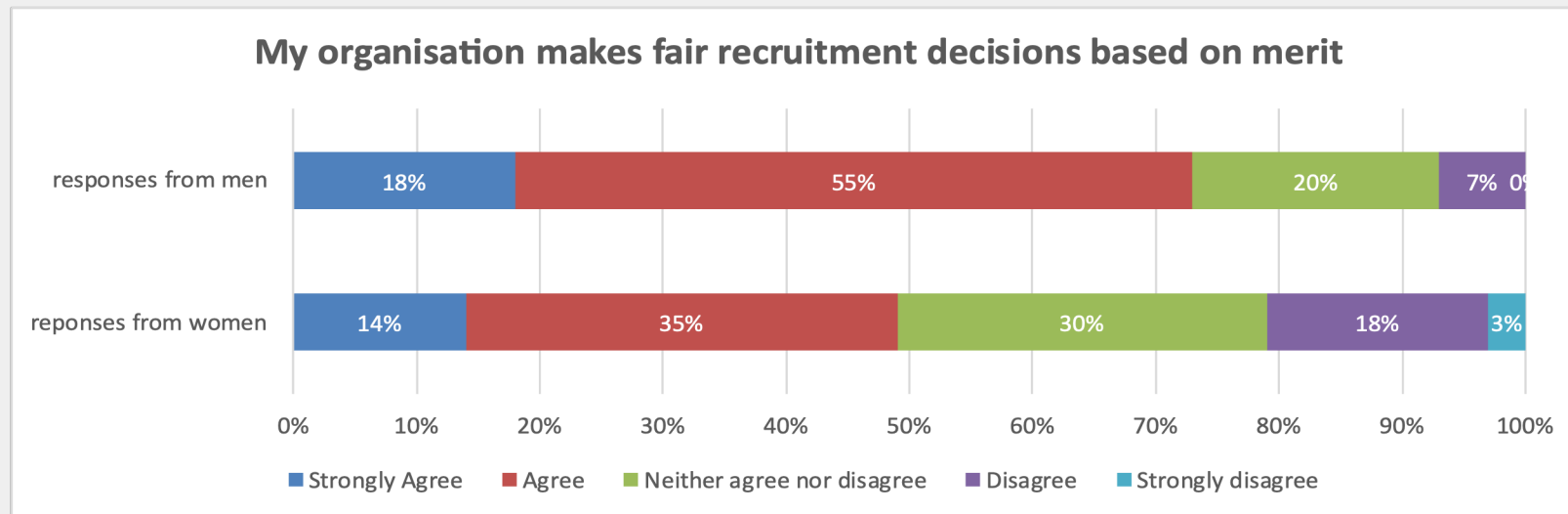
Analysing your workforce data

What kind of things can you look for in the data?

❖ **Compare your overall gender composition of recruitment**, **with recruitment at each classification level**. Are there differences in the way that gender composition plays out at each level, compared to overall composition?

❖ **Compare the % of women, men and gender diverse recruited at each career stage** – what are the differences in representation at entry level through to senior level? Does the percentage of women at each career stage stay steady as you move from lowest to highest level? Does it decline? Does it increase?

❖ **Compare the % of women, men and gender diverse employees at each level who are recruited into FT, PT, casual position** – are there significant differences in how many women, men and gender diverse people are recruited into part-time positions? Does the % split stay stead as you move up from entry level through to senior level? Decline? Increase?

Analysing your employee experience data

What kind of things are we looking for in the data?

My organisation makes fair recruitment decisions based on merit

	Strongly Agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
responses from men	18%	55%	20%	7%	0%
reponses from women	14%	35%	30%	18%	3%

■ Strongly Agree ■ Agree ■ Neither agree nor disagree ■ Disagree ■ Strongly disagree

Sample graph of gender-disaggregated responses to survey question on fair recruitment decisions

- My organization makes fair recruitment decisions based on merit
- People in my workgroup/managers/senior leaders actively support diversity and inclusion
- Gender, age, disability, sexual orientation, cultural background, being Aboriginal and/or Torres Strait islander is not a barrier to success in my organization

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Questions

15 minutes

Indicator 5 – Two topics to focus on

Recruitment

5.1 table on recruitment
Intersectional tables on exits (5a)
survey questions

25 minutes

Promotion Practices

4 tables related to Promotion Practices
15 questions on Leave perceptions

25 minutes

Promotion: What's in your Workforce dataset?

Table 5.2   *Permanent promotion*

Table 5.3   *Career Development opportunities*

Table 5.4   *Higher duties*

Table 5.5   *Internal secondments*

* Note: please check v3 of the Indicative reporting template (once released late June) to confirm final table formats

Classification	Employee Level (your organisation's terminology)	Employment basis	Headcount			
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Classification	[optional]	Full-time permanent/ongoing				
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		Part-time contract (fixed-term)				
		Casual				

Promotion: What's in your Workforce dataset?

Sheet 5a *All tables, by Aboriginality, age, disability, cultural identity, religion, sexual orientation*

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Classification by reporting level to CEO/head of business i) enter 0 for the CEO; ii) enter -1 for the level below CEO; and continue until all people are captured	Employee Level (your organisation's terminology)	Employment basis	Identify as Aboriginal and/or Torres Strait Islander			Do not identify as Aboriginal and/or Torres Strait Islander			Prefer not to say			No response			Total employees
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		Casual													

Promotion: your Employee Experience dataset

* Note Question numbers below are based on the Commission's employee experience survey. These questions are included in the People Matter Survey (PMS) but question numbers in PMS may be different.

Relevant Questions mapped to Indicator 5

❑ **Diversity and inclusion in the workplace**
   - workgroup, manager, senior leaders support for diversity   and inclusion

❑ **Equal employment opportunity**
-   whether age, gender, disability, sexual orientation, cultural background, being Aboriginal is a barrier to success

❑ **Learning and development**
- Perception of access and opportunity for development and promotion whether age, gender, disability, sexual orientation, cultural background

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Analysing your workforce data

What kind of things are we looking for in the data? (similar questions as for recruitment)

❖ **Compare your overall gender composition of access career development opportunities**, **with composition at each classification level**. Are there differences in the way that gender access to opportunities composition plays out at each level, compared to overall composition?

❖ **Compare your access to career development opportunities across employment types, by gender.** Are there differences in the way access plays out?

❖ **Identify your graduate entry level, compare access to promotion for this level and above, by gender.**

❖ **Compare the % of women, men and gender diverse people in higher duties at each career stage** – what are the differences in representation at entry level through to senior level? Does the percentage of women at each career stage stay steady as you move from lowest to highest level? Does it decline? Does it increase?

Analysing your employee experience data

What kind of things are we looking for in the data?
How do the responses of people of different genders and intersectional identities differ for these questions? Can you identify trends and patterns?

- I am satisfied with the way learning and development needs have been addressed

- There are adequate opportunities for me to develop skills and experience at my organisation

- I feel I have an equal chance at promotion in my organization

- People in my workgroup/managers/senior leaders actively support diversity and inclusion

- Gender, age, disability, sexual orientation, cultural background, being Aboriginal and/or Torres Strait islander is not a barrier to success in my organization

Questions
15 minutes

Thank you

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