



National Center for Women's Equity in Apprenticeship
and Employment
Contractor Survey

The Contractor Equity Survey to assist employers in assessing gender equity in their workforce and guide the establishment of best practices for achieving diversity and inclusion. This survey is solely for internal purposes of assessment and to guide your planning for equity. If you elect to request technical assistance and share the results with us, this information will not be made public.

Affirmative Action and Equal Employment Policy

Does your AA/EEO plan include:

- Goals, strategies and benchmarks for hiring and retention of tradeswomen? is it working?
- Specific policy, guidelines and practices to promote a diverse and inclusive environment
- Provisions for conducting professional development on diversity and inclusion?
- How frequently do you review and update the plan?
- Is the plan disseminated to all employees, and those responsible for hiring?
- Are your goals shared/consistent with unions and apprenticeship programs?
- Are there women and people of color in leadership roles in your company?

Apprenticeship and On the Job Training

Do you:

- Work with the public job training system or community organizations to hire new employees?
- Work with a local pre-apprenticeship training program? If so, is that relationship working well? If not, what do you think the barriers are to success?
- Provide opportunities for current female employees to use work time to promote the skilled trades to women?
- Utilize marketing materials that target women and use images of women?
- Use project based workforce projections to identify opportunities to increase female employees?
- Work directly with the apprenticeship program to recruit women?
- Are you able to directly sponsor women into an apprenticeship program?
- Do you monitor work assignments to ensure that all apprentices receive equal opportunity to get comprehensive on-the-job training?
- Do you conduct a formal evaluation to assess apprentices' competency?
- Do you provide regular feedback to apprentices on their progress?
- Do you sit on the Joint Advisory Training Committee or some other oversight body for the registered apprenticeship and training program?

Hiring Practices

- How many or what percentage of your skilled trade employees are women?
- How do you advertise or announce hiring opportunities?
- Is this effective in reaching women?
- If you use a union referral list, are you able to ask for specific employees or request by race or gender? Can you hire employees without going to the list?
- At what level does hiring occur in your company: on the job site, through a HR department, through on-line application?
- What percentage of female applicants are successful in gaining employment?
- Does this percentage differ from general hire rates?
- Does the application process prioritize or offer advantage to any applicants (veterans, employee referrals, union referrals, family members etc.)?
- What are the criteria that determine eligible and quality candidates?
- Have you reviewed your hiring process to identify if there are any potential barriers or criteria that may have a disparate impact on women's hiring?
- Are those involved in hiring trained on guidelines to support diversity and inclusiveness?
- Thinking about the past year, how do tradeswomen's average work hours compare to the number of hours tradesmen worked?
- Is the average duration of tradeswomen's employment with your company, comparable to that of tradesmen's?
- Do you have a core crew that works regularly? Does the core crew include women?

Retention and Advancement

Do you have:

- A mentoring program for skilled trade employees? How are mentors trained and supported?
- Training for employees on how to prevent sexual harassment and support for a diverse and inclusive working environment?
- A process and policy to address concerns observed or that tradeswomen may bring to your attention about challenges related to race, gender, discrimination or harassment.
- A point of contact (such as an ombudsperson) for addressing issues or concerns that might arise related to gender and race.
- Clear policies and a formal complaint process for reporting discrimination or harassment?
- Support from the union/or employers for women's retention and advancement?
- Does your company use gender-neutral images and language?
- Do tradeswomen have access to gender appropriate safety equipment and sanitary facilities?

Chicago Women in Trades' National Center for Women's Equity in Apprenticeship and Employment offers support through customized technical assistance, resources and materials to increase your capacity to recruit and retain women. Please visit our website at: www.womensequitycenter.org for

additional free, downloadable resources. To request technical assistance, or for more information on how we can help support your diversity and inclusion efforts please contact us at info@mtac2.org.