

## DATA COLLECTION WORKSHEET

The following worksheet is meant to be a mechanism for internal data collection across roles and/or departments. **This form is not the official data collection point.**

Upon gathering the answers for your company, **to finalize your submission for the Vibrant Index 6.0**, answers must be transferred to the [Qualtrics portal](#). Some questions within the diagnostic are skip logic automated, meaning that you may not see a question based on your answer to a prior question.

The [Qualtrics portal](#) will be open January 21 – March 7, 2025. Vibrant Pittsburgh will not accept any submissions outside of those completed in Qualtrics.

### Questions and technical issues should be directed to:

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## VIBRANT INDEX INTRODUCTION

Thank you for participating in the Vibrant Index, an annual diagnostic tool that benchmarks organizational practices in comparison to the industry's best practices of diversity, equity, and inclusion (henceforth "DEI"). We appreciate your participation, wherever you are on your DEI journey. For more information about the topics covered in this diagnostic tool, see the Vibrant Index Diagnostic FAQ's.

**The Vibrant Index 6.0 diagnostic will close at the end of business on March 7, 2025.** Please be sure to submit your final answers by then. Only complete responses will be included in the 6.0 sample.

The data shared from each employer using this diagnostic tool will be kept confidential as Vibrant Pittsburgh adheres to the strictest of data security measures. No individual organizational information will be shared except to provide those organizations that completed the diagnostic with their feedback report. Only organizations acknowledged as Vibrant Champions will have the option to be publicly recognized.

All organizations will have access to a Vibrant Pittsburgh workplace DEI practitioner to receive an in-depth assessment of their practices, interpretation of their scores, and/or support in instituting new strategies or policies to further their DEI objectives.

A note on terminology: For ease of understanding and conciseness, the diagnostic utilizes the term "**underrepresented groups**." Unless otherwise specified in a specific diagnostic question, "underrepresented groups" is defined as racial and ethnic minorities, such as **African American/Black; American Indian or Alaskan Native; Asian, Native Hawaiian or other Pacific Islander; Latino/Latinx/Hispanic; LGBTQIA+ populations; women; people with disabilities; and veteran and military personnel.**



**TABLE OF CONTENTS**

Data Collection Worksheet ..... 1

Vibrant Index Introduction ..... 1

Organization Detail..... 2

Written Commitment & Transparency ..... 4

Benefits & Policies ..... 6

Employee Networks ..... 7

Employee Networks: External Affinity Groups..... 9

Leadership..... 9

Training & Education ..... 11

Data & Accountability..... 13

Talent Recruitment, Engagement, & Retention..... 14

Supplier Diversity..... 17

Community Engagement ..... 18

**ORGANIZATION DETAIL**

THE FOLLOWING BLOCK OF QUESTIONS **WILL NOT BE SCORED** AS IT IS DEPLOYED TO GATHER DETAILS TO IDENTIFY YOUR ORGANIZATION.

**Organization Name:** \_\_\_\_\_

**Person completing the diagnostic:**

**Name:** \_\_\_\_\_

**Title/Role:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Check all that apply. This question will not be considered for scoring. My organization is:**

- Currently a member of Vibrant Pittsburgh
- Formerly a member of Vibrant Pittsburgh
- Currently a member of the Allegheny Conference on Community Development
- Formerly a member of the Allegheny Conference on Community Development
- Not currently nor formerly a member of Vibrant Pittsburgh or the Allegheny Conference on Community Development



**Select the classification of your organization:**

- For-profit, privately held
- For-profit, publicly held
- Non-profit
- Government/Public Entity
- Other (please specify)

**Please indicate your organization's primary industry.**

- Arts/culture
- Construction
- Education
- Energy and utility (water, electricity, gas, etc.)
- Financial institution
- Government
- Healthcare
- Hospitality (entertainment, lodging, food & beverage, event planning, travel agency, tourism, restaurants)
- Law
- Manufacturing
- Media
- Professional/business services (consulting, accounting, marketing, etc.)
- Retail
- Recreation (conservation, leisure, parks management)
- Social service
- Technology
- Other (please specify) \_\_\_\_\_

**How many people are employed at your organization?**

- 50 employees or less
- 51-250 employees
- 251-1,000 employees
- More than 1,001 employees

**How many employees are located in Southwestern Pennsylvania** (within the counties of Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington, or Westmoreland)? \_\_\_\_\_

**What is your organization's highest priority with regard to DEI?**



**WRITTEN COMMITMENT & TRANSPARENCY**

Has the CEO, owner, or highest-ranking employee of your organization signed any pledges such as the [Vibrant Pittsburgh DEI Pledge](#) or any other similar public pledge to support DEI?

- Yes
- No

Which DEI pledges have the CEO, owner, or highest-ranking employee signed?

If your CEO, owner, or highest-ranking employee has specific reasons to not sign the [Vibrant Pittsburgh DEI Pledge](#) or any other similar pledges, please describe them below.

Does your organization have a written non-discrimination policy?

- Yes
- No

If your nondiscrimination policy is included on your website, please paste or write the URL below.



**Please select the categories specifically mentioned in your nondiscrimination policy. *Select all that apply.***

- Race
- Ethnicity
- Religious belief
- Gender
- Gender identity
- Age
- Disability
- Sexual orientation
- Military or veteran status
- Color
- National origin
- Other (please specify) \_\_\_\_\_

**Has your organization participated in any regional or national development programs with a DEI component, such as the Sustainable Pittsburgh Workplace Designation Program?**

- Yes
- No

**Please list up to three (3) regional or national development programs that your organization participates in.**

1.
2.
3.



**BENEFITS & POLICIES**

FOR THE FOLLOWING "BENEFITS AND POLICIES" BLOCK: PLEASE ANSWER THESE QUESTIONS BASED ON THE POLICIES THAT **IMPACT THE MAJORITY OF YOUR WORKFORCE**.

**Which of the following does your organization offer to employees?** *Select all that apply.*

- Paid parental leave for gestational parents (other than a short-term disability policy)
- Paid parental leave for non-gestational parents
- Paid family leave (other than, or in addition to, FMLA)
- Work from home options
- Onsite childcare or childcare reimbursement
- Flexible work arrangements
- Space and time for breastfeeding parents to pump or breastfeed their children
- Family planning benefits (e.g. reproductive assistance, adoption assistance, foster care)
- Subsidized healthcare coverage for employee’s children
- Bankable PTO, vacation, or sick time with rollover
- Gender-neutral restrooms
- Domestic partner benefits
- Trans-inclusive healthcare benefits
- Paid time off or flex holidays for non-majority religious holidays and observances
- Flexibility and accommodation for religious activities, such as prayer (this may include, but is not limited to, time allowances and access to private space).
- Education benefits (e.g. professional development, credentialing, CEU and/or tuition reimbursement, etc.)
- Employee assistance and/or well-being support programs (e.g. EAP programs, gym memberships, counseling reimbursement, etc.)
- Other (please specify) \_\_\_\_\_

*We understand that certain provisions are contextual and perhaps outside of the control of your organization. For example, providing gender-neutral restrooms at an office space that you rent or providing work-from-home options at a manufacturing facility.*

**If there are best practices that cannot be integrated into your organization from a restrictive or structural standpoint, please describe them below.**



**Does your dress code policy include gender-specific language? (e.g. skirts for women, hair length requirements for men, etc.)**

- Yes
- No
- Not applicable- we do not have a formal dress code

**Does your organization's dress code allow for any of the following? *Select all that apply.***

- Clothing that reflects ethnicity, country of origin, or culture
- Hairstyles associated with a particular race or ethnicity
- All gender expressions
- Religious accessories (e.g. hijab, tichel)
- None of the above
- We do not have a formal dress code
- Other (please specify) \_\_\_\_\_

**Does your organization offer formal opportunities to express pronouns? *Select all that apply.***

- On employee badges
- With buttons, pins, or stickers
- In company email signature templates
- On Zoom or other online platform profiles
- On internal onboarding forms
- In Human Resource data
- On internal surveys
- The organization does not offer formal opportunities to express pronouns
- Other (please specify) \_\_\_\_\_

**Please list any other policies that your organization has in place specifically to support [underrepresented employees](#).**

## EMPLOYEE NETWORKS

**Does your organization have internal Employee Networks (e.g. BRGs, ERGs, Affinity Groups)?**

- Yes
- No



**Select all that apply. regarding Employee Resource Groups, Employee Business Resource Groups (hereafter “EBRGs”), or similar at your organization.**

- Our organization provides funding to our EBRGs.
  - Our organization gives employees paid work time to participate in our EBRGs.
  - Our EBRGs receive executive sponsorship.
  - Our upper management team participates in EBRG activities.
  - Our EBRGs are consulted on issues regarding product/service design and marketing.
  - Our EBRGs are consulted as part of our hiring strategy.
  - EBRG leadership participation is included in employee annual performance review considerations.
  - Other support for EBRGs and their members (please specify)
- 

**What identities\* are represented by EBRGs in your organization? *Select all that apply.***

- African American/Black
- Asian, Native Hawaiian, or other Pacific Islander
- American Indian or Alaskan Native
- Generations (e.g. young professionals, over 50, etc.)
- Latino/Latinx/Hispanic
- LGBTQIA+
- Women
- People with disabilities
- Religion/Spirituality
- Veteran and military personnel
- Working Parents
- Multi-Identity
- None of the above
- Other (please specify) \_\_\_\_\_

**Do your organization’s EBRGs have senior executive (Vice President or higher) sponsors/champions?**

- Yes, all EBRGs have senior executive sponsors/champions
- Yes, some EBRGs have senior executive sponsors/champions
- No, EBRG champions/sponsors are below the Vice President level
- No, EBRGs do not have senior executive champions/sponsors

*\*Please note that all EBRGs should be open to allies who wish to support and participate*





## EMPLOYEE NETWORKS: EXTERNAL AFFINITY GROUPS

Select all that apply. regarding participation in *external* professional affinity groups at your organization.

- Our organization has specific policies and/or processes encouraging employee participation in external professional affinity groups.
- Our organization funds employee participation in external professional affinity groups.
- Our organization gives employees paid work time to participate in external professional affinity groups.
- Our upper management team actively encourages employees to participate in external professional affinity groups.
- None of the above
- Other support for employee participation in external professional affinity groups (please specify):  

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## LEADERSHIP

Does your organization have a diversity and inclusion council, task force, steering committee, or similar internal advising body dedicated to your organization's diversity and inclusion strategy?

- Yes
- No

Is this group chaired by the CEO, owner, or highest-ranking employee?

- Yes
- No
- No, due to intentional considerations

Do senior executives (or similar highest-ranking employees) receive individual performance evaluations with a specific DEI component? *Key Performance Indicators (KPIs) count as a performance evaluation.*

- Yes
- No

Does your organization have an employee(s) who report directly to the CEO, owner, or highest-ranking employee on DEI initiatives?

- Yes
- No



Is your organization governed by a board of directors?

- Yes
- No

How many members does your board have? \_\_\_\_\_

Does your organization keep track of data regarding board member demographics as they relate to underrepresented groups?

- Yes
- No

Please complete a census of the identities present within your boardroom.

	Female	Male	Non-Binary
<b>African American/Black</b>	_____	_____	_____
<b>American Indian or Alaskan Native</b>	_____	_____	_____
<b>Asian, Native Hawaiian or other Pacific Islander</b>	_____	_____	_____
<b>Latino/Latinx/Hispanic</b>	_____	_____	_____
<b>Two or more races</b>	_____	_____	_____
<b>White</b>	_____	_____	_____
<b>LGBTQIA+</b>	_____	_____	_____
<b>People with disabilities</b>	_____	_____	_____
<b>Veteran and/or military personnel</b>	_____	_____	_____

Does your organization consider board member demographics when recruiting new board members?

- Yes
- No



**TRAINING & EDUCATION**

**Please select all the applicable ways your organization incorporates DEI in your New Hire Orientation.**

- New employees receive an employee handbook or other similar document that has Equal Employment Opportunity and/or antidiscrimination policies in it.
- An outline of workplace harassment and antidiscrimination policies and the reporting process for filing a complaint is given to new employees.
- New employees receive materials about EBRG opportunities, if available.
- All new employees are required to take a training that is focused on OR includes a DEI component.
- The job accommodation request process is discussed and/or shared with new employees.
- Materials are provided with information on DEI contacts/department.
- Other (please specify) \_\_\_\_\_

**Who receives training on DEI topics offered in your organization and at which frequency? *Select all that apply.***

**At least once on an annual basis**

- Individual contributors** \_\_\_\_\_
- Managers (with direct reports)** \_\_\_\_\_
- Employees with public-facing roles** \_\_\_\_\_
- Human Resources** \_\_\_\_\_
- Everyone involved in hiring** \_\_\_\_\_
- Upper management** \_\_\_\_\_
- Other (please specify)** \_\_\_\_\_



**Which of the following topics did your organization provide training on within the last year?** *Select all that apply.*

- Belonging
- Bias awareness
- Bias reduction
- Cultural competence
- Disability issues
- Equal Employment Opportunity Commission (EEOC) compliance
- Gender identity/expression
- Gender issues
- Implicit/unconscious bias
- Issues of race/ethnicity
- LGBTQIA+ issues
- Microaggressions
- Veteran issues
- We did not provide any DEI training within the last year
- Other (please specify) \_\_\_\_\_



**DATA & ACCOUNTABILITY**

**Which of the following demographic data is *gathered* at your organization?** *Select all that apply.*

- Employee race/ethnicity
- Employee LGBTQIA+ identity
- Employee disability status
- Employee gender
- Employee veteran status
- Employee age/birth year
- Demographic information of job applicants
- No employee demographics data is collected.
- Other (please specify) \_\_\_\_\_

**Does your organization *analyze* demographic data in any of the following ways?** *Select all that apply.*

- Demographic information and role/level within the organization
- Demographic information and compensation
- Demographic information and retention
- Demographic information and talent development initiatives
- Demographic information and engagement scores
- Demographic information and internal and external grievances, complaints, and lawsuits
- Demographic information and exit interview data
- Demographic information and promotion/advancement rates
- Demographic information and development plan tracking
- No employee demographics or DEI data is analyzed.
- Other (please specify) \_\_\_\_\_

**This data is \_\_\_\_\_.** *Select all that apply.*

- Used internally to guide decision-making
- Part of the performance management system
- Shared with the Board of Directors
- Reported to a third party for analysis (EEOC, Vibrant Pittsburgh, etc.)
- Made public
- None of the above
- Other (please specify) \_\_\_\_\_

**Does your organization have metrics in place to measure the effectiveness of your DEI initiatives?**

- Yes
- No



Does your organization offer a non-binary or a self-identification option on all forms asking about gender and legal sex?

- Yes
- No

**TALENT RECRUITMENT, ENGAGEMENT, & RETENTION**

Does your organization have a comprehensive recruitment strategy to increase hires from [underrepresented groups](#)?

- Yes
- No

Please briefly describe one (1) of your hiring strategies for [underrepresented groups](#).

Is the progress related to the comprehensive recruitment strategy reported to the CEO, owner, and/or CHRO or organizational equivalent?

- Yes, the CEO is briefed
- Yes, the owner is briefed
- Yes, the CHRO is briefed
- No

Does your organization recruit at conventions and events organized around [underrepresented groups](#) (i.e. the National Society of Black Engineers or Prospanica)?

- Yes
- No

Please list up to three (3) events below.

1.
2.
3.



**Which sourcing methods does your organization use to find and attract talent from underrepresented groups? *Select all that apply.***

- Placement firms (external recruiters)
- Job boards
- Social media/web-based networking
- Print advertising
- Career fairs (virtual)
- Career fairs (in-person)
- Non-profit groups
- College campuses
- University student organizations
- Professional alumni associations
- Federal government resources
- State government resources
- None of the above
- Other (please specify) \_\_\_\_\_

**Which of the following practices has your organization implemented as part of the job application process to limit bias? *Select all that apply.***

- Anonymized resumes
- Blind/Written interviews
- Standardized interview questions
- Hiring panels, rather than one-on-one interviews
- None of the above
- Other (please specify) \_\_\_\_\_

**Does your organization include a nondiscrimination policy on recruitment materials?**

- Yes
- No

**Does your organization provide employment sponsorship to foreign nationals? *Select all that apply.***

- Yes, we hire foreign graduates of US colleges (e.g. CPT/OPT sponsorship)
- Yes, we provide H-1B work visa sponsorship
- Yes, we provide sponsorship via legal permanent residence (green card)
- We do not provide employment sponsorship

**Does your organization provide a salary range in every job description?**

- Yes
- No



**Does your organization ask about an applicant's previous salary during the hiring process?**

- Yes
- No

**Does your organization ask questions regarding an applicant's criminal history on job application forms?**

- Yes, due to legal restrictions in our industry
- Yes, not due to legal restrictions in our industry
- No

**Does your organization currently offer or collaborate on educational or professional development programs that aim to ensure equitable opportunities and support for all employees, with a focus on fostering an inclusive and diverse workplace culture?**

- Yes
- No

**If you offer educational or professional development programs that aim to ensure equitable opportunities and support for all employees, please describe them below.**

**Did your organization administer an employee engagement survey in the last year?**

- Yes
- No

**If yes, does your employee engagement survey provide a way for your organization to assess engagement results by demographics (e.g., gender, race, ethnicity, disability, and veteran status)?**

- Yes, demographic questions were asked in the survey.
- Yes, we were able to merge survey data with data from our human resources information system.
- No, asking for demographic information in the survey would deanonymize the survey due to organization size or lack of critical mass in a respective identity group.
- No
- Yes, we did it another way. (Please explain briefly.)





## SUPPLIER DIVERSITY

FOR THIS SECTION, DIVERSE SUPPLIERS ARE CATEGORIZED AS MINORITY-OWNED, WOMEN-OWNED, LGBTQIA+-OWNED, VETERAN-OWNED, OR DISABILITY-OWNED BUSINESSES.

**Does your organization collect and analyze data around the diversity of your *current* suppliers?**

- Yes
- No

**Does your organization track your spending with or to diverse suppliers?**

- Yes
- No

**Approximately what *percentage* of your diverse spending is local in southwestern Pennsylvania?**

\_\_\_\_\_ %

**Does your organization have a supplier diversity plan which intentionally addresses and includes supporting diverse suppliers?**

- Yes, our plan specifically addresses minority-owned businesses
- Yes, our plan specifically addresses women-owned businesses
- Yes, our plan specifically addresses LGBTQIA+-owned businesses
- Yes, our plan specifically addresses veteran-owned businesses
- Yes, our plan specifically addresses disability-owned businesses
- No

**Is the CEO, owner, or highest-ranking employee briefed on the progress of your supplier diversity plan?**

- Yes
- No

**Does your organization have a membership with an organization whose sole purpose is to advance supplier diversity?** (e.g., the Eastern Minority Supplier Development Council (EMSDC), Women's Business Enterprise Center East (WBEC East), or local Chamber of Commerce). *Select all that apply.*

- No
- EMSDC
- WBEC East
- Another minority supplier development organization (please list):



**COMMUNITY ENGAGEMENT**

Does your organization invest in community projects, organizations, or initiatives that support underrepresented communities?

- Yes
- No

Please list up to three (3) community projects, organizations, or initiatives.

1.
2.
3.

Does your organization participate in or sponsor public events supporting underrepresented populations and communities, such as parades or cultural festivals?

- Yes
- No

Please list up to three (3) public events.

1.
2.
3.

Does your organization offer and/or sponsor any education programs for community development?

- Yes
- No

Please list up to three (3) programs.

1.
2.
3.

**END OF THE DIAGNOSTIC QUESTIONS**

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