

# Contractor Workforce Diversity Questionnaire

A diverse workforce refers to the similarities and differences among employees in terms of age, cultural background, physical abilities and disabilities, race, religion, gender, and sexual orientation. A diverse workforce results in greater productivity, engagement and innovation among the employees of a business. The workforce of the City of Durham is diverse and directly benefits from diversity in hiring practices of the contractors that do business in the City of Durham. The City of Durham is committed to the promotion of a diverse workforce within its own workforce and the workforce of contractors that perform work for, or deliver goods or services to, the City.

The information requested in this questionnaire is intended to encourage the candidate, which is defined as the person, firm or corporation interested in contracting with the City, to engage in diverse workforce hiring practices as in the best interest of the City and the greater Durham community. The following questions focus on your efforts to recruit and maintain a diverse workforce and to provide your business with resources and recommendations on how to create and maintain a diverse workforce.

1. Do the management and professional positions within your business include women and minorities?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If yes, please provide number(s) and positions:

Number of Women \_\_\_\_\_  
Position title: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Minorities \_\_\_\_\_  
Position title: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Please respond to the following efforts you make to create and maintain a more diverse workforce:

- (a) When you recruit for employees, do you only recruit by word-of-mouth?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

*[Note: Reliance on word-of-mouth recruiting alone is unlikely to result in a diverse workforce.]*

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(b) Do you focus any recruitment efforts in the local Durham area?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If, yes, please provide examples how you focus recruitment to the local Durham area:

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(c) Do you utilize any women/minority-focused LinkedIn groups and/or other professional or non-professional women/minority groups?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If, yes, please provide examples: \_\_\_\_\_

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(d) Do you regularly recruit from HBCUs (Historically Black Colleges and Universities) and/or other minority-focused colleges and universities?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If, yes, please provide names of the schools: \_\_\_\_\_

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(e) Do you attend minority-focused career fairs?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If, yes, please provide names of examples: \_\_\_\_\_

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(f) Do you participate in Durham youth internship programs?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If, yes, please provide names of examples: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Please list the efforts your company makes to promote or create a more diverse workforce that may not be listed above under question No. 2.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Do you believe your business, including all employees, has a diverse workforce?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

Enter the total number of employees that work for your business \_\_\_\_\_.

Please provide the reasons why you believe **you have**, or **do not have**, a diverse workforce:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. How would you characterize the nature of the majority of your workforce:

(a) Professional and skilled (includes technicians and clerical) workers:

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

(b) Mostly unskilled workers and laborers:

\_\_\_\_\_ Yes                      \_\_\_\_\_ No



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## Part B – Employee Diversity Breakdown for the Consolidated Company

Employment Category	Total Employees	Total Males	Total Females	M-----a-----l-----e-----s					F-----e-----m-----a-----l-----e-----s				
				White	Black	Hispanic	Asian or Pacific Islander	Indian or Alaskan Native	White	Black	Hispanic	Asian or Pacific Island	Indian or Alaskan Native
Project Manger													
Professional													
Labor													
Clerical													
Totals													

Resources –The City of Durham advertises job postings to a variety of sources in its own pursuit of a diverse workforce. The following resources are sources used by the City of Durham and others and are being provided to assist you in your recruitment of a more diverse workforce.

Category	Organization	Website
Professionals	American Women’s Society of Certified Public Accountants	<a href="http://www.awscpa.org">www.awscpa.org</a>
Professionals	Accounting & Financial Women’s Alliance	<a href="http://www.afwa.org">www.afwa.org</a>
Professional/ Technical	Society of Women Engineers	<a href="http://www.societyofwomenengineers.swe.org">www.societyofwomenengineers.swe.org</a>
Professionals	American Business Women’s Assoc.	<a href="http://www.abwa.org">www.abwa.org</a>
Professionals	Association for Women in Science	<a href="http://www.awis.org">www.awis.org</a>
Professionals	Women in Engineering	<a href="http://www.womeng.org">www.womeng.org</a>
Professionals	Women in Technology	<a href="http://www.womenintechnology.org">www.womenintechnology.org</a>
Professionals	Women in I.T	<a href="http://www.womeninit.org">www.womeninit.org</a>
Professionals	URISA	<a href="http://www.urisa.org">www.urisa.org</a>
Professionals	Women in GIS	<a href="http://www.womeningis.org">www.womeningis.org</a>
Professionals	Supporting Women in Geography & GIS	<a href="http://www.swiggis-austin.org">www.swiggis-austin.org</a>
Professionals	Women’s Transportation Seminar	<a href="http://www.wtsinternational.org">www.wtsinternational.org</a>
Professionals	Society of Asian Scientists and Engineers	<a href="https://www.saseconnect.org/">https://www.saseconnect.org/</a>

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Professionals	National Organization of Minority Architects	<a href="https://www.noma.net/professional/north-carolina">https://www.noma.net/professional/north-carolina</a>
Professionals	North Carolina Society of Hispanic Professionals	<a href="https://www.thencshp.org">https://www.thencshp.org</a>
Professionals	Association of Asian American Architects & Engineers	<a href="https://www.aaaesc.org">https://www.aaaesc.org</a>
Professionals	Minority Professionals Network	<a href="http://www.minorityprofessionalnetwork.com">http://www.minorityprofessionalnetwork.com</a>
Gen. Construction	National Association of Black Women in Construction	<a href="https://nabwic.org">https://nabwic.org</a>
Chamber of Commerce	Carolinas Asian American Chamber of Commerce	<a href="https://caacc.com">https://caacc.com</a>
Skilled Craft	Hispanic Arborist Assoc.	<a href="http://www.hispanicarboristassociation.com">www.hispanicarboristassociation.com</a>
Skilled Craft	Electrical Workers Minority Caucus	<a href="http://www.ibew-ewmc.org">www.ibew-ewmc.org</a>
Skilled Craft	Women in Manufacturing	<a href="http://www.womeninmanufacturing.org">www.womeninmanufacturing.org</a>
Skilled Craft	Rainbow PUSH Automotive Project	<a href="http://www.automotiveproject.org">www.automotiveproject.org</a>
Skilled Craft	Women in Automotive	<a href="http://www.womeminautomotive.org">www.womeminautomotive.org</a>
Service/Maintenance	Conf. of Minority Transportation Officials	<a href="http://www.comto.org">www.comto.org</a>
Service/Maintenance	Coalition of Labor Union Women	<a href="http://www.cluw.org">www.cluw.org</a>
Service/Maintenance	National Assoc. of Women in Construction	<a href="http://www.nawic.org">www.nawic.org</a>
Protect and Serve	National Assoc. of Latino Firefighters	<a href="http://www.nahf.org">www.nahf.org</a>
Protect and Serve	Int. Assoc. of Black Firefighters	<a href="http://www.iabpf.org">www.iabpf.org</a>
Protect and Serve	Int. Assoc. of Women in Fire & Emergency Services	<a href="http://www.i-women.org">www.i-women.org</a>
Protect and Serve	National Assoc. of Women Law Enforcement Officers	<a href="http://www.nawlee.org">www.nawlee.org</a>
Protect and Serve	National Latino Law Enforcement Org.	<a href="http://www.nlleo.com">www.nlleo.com</a>
Protect and Serve	National Coalition of Latino Officers	<a href="http://www.latino-officers.org">www.latino-officers.org</a>
Protect and Serve	Asian American Law Enforcement Assoc.	<a href="http://www.asianamericanlawenforcementassociation.org">www.asianamericanlawenforcementassociation.org</a>