

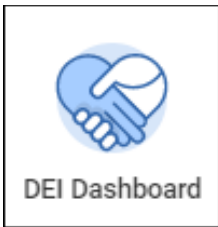
Diversity, Equity and Inclusion Dashboard (DEI)

This job aid provides step by step instructions on how to run DEI reports using the Dashboard. The roles who have access to the dashboard are HR Analyst, HR Partner and Diversity, Equity and Inclusion Partner.

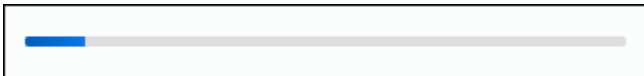



Instructions for Adding and Removing Worklets to your *Homepage* can be found in the quick reference guide [Tools and navigation](#).

Step 1: Click on the **DEI Dashboard** worklet on your *Homepage*.





Step 2: Allow about 30 seconds for the dashboard to populate. You can follow the progress by viewing the bar at the bottom of your screen.




If your filter is too broad, you will get a time out message. Use the pencil icon in the upper right corner  to narrow your search. See Step 3.

Stage Progression of Job Applicants


 The worklet is taking too long to load. Please refine your worklet settings and try again. If the problem persists, contact your Workday Administrator.

Step 3: Click on the pencil icon  in the upper right corner of the screen and select the **Company** menu prompt to edit the *Overall DEI Dashboard* filter (1). Note: Enter your agency acronym in the **Supervisory Organization** search field and hit enter to return a list of your agency's supervisory organizations to select from' (2) or leave blank to return all supervisory organizations. Click **OK** (3).



Selecting only the Company, will return information for all supervisory organizations in the Company. If a Supervisory Organization(s) are selected, check Include Subordinate Organizations if you want data returned on the subordinate of the/those organizations.

Overall for DEI Dashboard

Company: Department of Transportation  **1**

Supervisory Organization: odot **2**



Include Subordinate Organizations:

OK **3** Cancel

Search Results (713)

- 0120 Government External Relations - ODOT
- 0140 Communications - ODOT
- 0141 Business Mgmt - ODOT

To remove the filter, click on the pencil icon again and click on the **X** to remove the *Company* searched. Click **OK**.

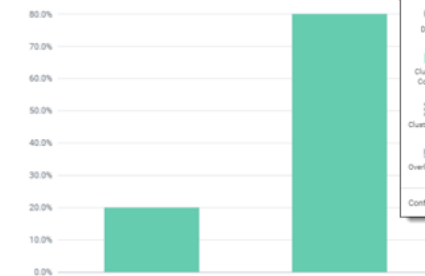
Step 4: Click on the Configure and view chart data icon  to customize your chart, or click on the action icon  to view additional actions you can take.

DEI Dashboard

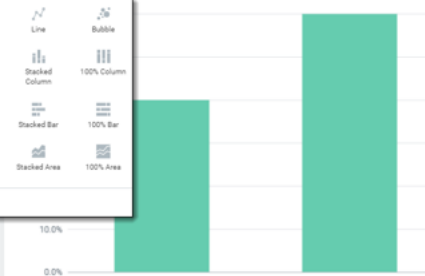
Overall | Disability Status | Gender | Generation | Military Status | Race/Ethnicity

Supervisory Organization: Administrative Services | Include Subordinate Organizations:


Current Workers by Disability Status





Current Workers by Gender



Current Workers by Generation



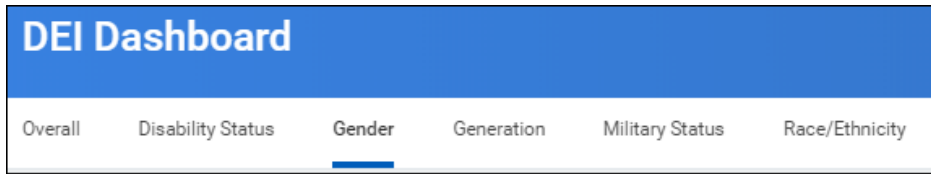
 

- Donut
- Line
- Bubble
- Clustered Column
- Stacked Column
- 100% Column
- Clustered Bar
- Stacked Bar
- 100% Bar
- Overlaid Area
- Stacked Area
- 100% Area
- Configure

- Refresh
- Download to Excel
- View More ...
- Export to Worksheets

Step 5: You can select one of the dashboard tabs to drill into an area. Click the pencil icon to edit. Enter the **Company** (1), the **Time Period Start Date** (2) and **Time Period End Date** (3). Click **OK** (4).

Reminder: Allow about 30 seconds for the dashboard to populate. You can follow the progress by viewing the bar at the bottom of your screen.



Gender for DEI Dashboard

Company 1

Supervisory Organization

Include Subordinate Organizations

Time Period Start Date 2

Time Period End Date 3

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