

Statewide Workforce Equity Analysis Tool

# SWEAT Scan

## PARTICIPANT GUIDE

*Best practices for completing the SWEAT Scan  
quickly and efficiently*

**Presented by:**

**NYATEP**

Voice - Knowledge - Progress  
For Workforce Development

**In partnership with:**



**TANGIBLE**  
DEVELOPMENT

# The SWEAT Scan Team

## Leading Partner



As a trusted, non-partisan voice called on by state leaders, elected officials, the Federal Reserve, and Congress to communicate the needs and value of the workforce system, NYATEP is committed to this work of shifting the system and ensuring that there are equitable opportunities for advancement for all individuals within the workforce sector.

Annually, we produce a variety of reports, including the State of Workforce Report, which brings together cutting-edge labor market analysis and workforce intelligence to inform the direction of workforce development across New York State. The SWEAT Scan is in addition to our other reports.

## Funding Partner



The Workforce Development Institute (WDI) is a statewide non-profit that works to grow and keep good jobs in NYS. They facilitate projects that build workforce skills and strengthen employers' ability to hire, promote, and retain workers. Their work often fills gaps not covered by other organizations and is accomplished through partnerships and collaborations with businesses, unions, other non-profits, educational institutions, and government.

## Strategic Partner



Tangible Development, a diversity, equity, and inclusion consulting firm headquartered in Latham, NY, brings global insight and over 50 years of combined experience developing tangible outcomes for clients advancing DEI work. Tangible Development's methodical and developmental approach is uniquely positioned to ensure NYATEP gathers the most useful data possible while maintaining the confidentiality of survey participants' responses around the crucial and challenging topic of addressing equity in our workplaces.

# Step-by-Step for Completing the SWEAT Scan Quickly and Efficiently



## Step #1: Identify a Survey Lead

This could be an Executive Director, Program Director, or VPHR. This is the person that will gather the information needed to respond to the SWEAT Scan prompts.

## Step #2: Gather your Information

Use the accompanying materials list, gather all of your organization's data before filling out the survey. Depending on organization size, this could take anywhere from a few days to a couple weeks, so don't wait!



## Step #3: Take the Survey in One Sitting

While you are able to go back to the survey within the same browser on the same computer, we recommend you complete the survey in the same sitting to limit risk of having to re-enter data. Equipped with all your data, the survey should take 15-25 minutes to complete.





# Resource Checklist

The SWEAT Scan consists of the following parts:

1. Organizational Demographics
2. Organizational Goals
3. Mentorship and Continuing Education
4. DEI Training

Although only a few of the questions contained within this survey are required, we ask for your fullest participation to the extent that you and your colleagues are able to provide responses.



Below is a quick list of reference materials and resources that will be required, if available to you, to respond to a majority of the questions:

- ☐ Employee demographic data (most recent report available to you)
- ☐ Organizational mission
- ☐ Leadership training program communications (e.g., websites, digital announcements)
- ☐ DEI training program communications (e.g., websites, digital announcements)
- ☐ Colleagues that manage:
  - ☐ Organizational DEI efforts
  - ☐ Training programs
  - ☐ Internship program managers
  - ☐ Key stakeholder data (e.g., clients, customers, students)
  - ☐ Vendor relationships



# Key Terms

Throughout the SWEAT Scan, you may come across unfamiliar terms. Based on pre-launch testing, we have identified the following as the most unfamiliar terms:

1. **Affinity/Employee Resource Group**
2. **BIPOC**
3. **DEI**
4. **Gender Identity**
5. **Non-Binary**
6. **Organizational Types/Levels**
7. **Racial identity & Ethnic Identity**

## **Affinity group/Employee Resource Group** ([Source: Indeed](#))

An affinity group or employee resource group (ERG) is a collection of individuals who share a common identity characteristic, which can be a wide range of things. The unifying characteristic is usually something that's traditionally underrepresented and can make the people in that group feel isolated. Some examples include:

- Gender
- Sexual orientation
- Race
- Nationality
- Religion
- Family structure
- Physical or mental ability

Affinity groups are led by the employee members. Affinity groups are employer-recognized and promote inclusion, diversity and other efforts that benefit employees. They create safe spaces for networking, resources for mentorship and training for professional development.

## **BIPOC** ([Source: YWCA Seattle](#))

BIPOC stands for Black, Indigenous, and People of Color. Pronounced "bye-pock," this is a term specific to the United States, intended to center the experiences of Black and Indigenous groups and demonstrate solidarity between communities of color.



# Key Terms

## DEI (Diversity, Equity, & Inclusion)

A common acronym for activities, approaches, policies, and practices taken to make organizations more diverse, equitable, and inclusive. DEI acronym is also used interchangeably with EDI, and other versions of the letters.

## Gender Identity ([Source: Planned Parenthood](#))

- Sex is a label - male or female - that you're assigned by a doctor at birth based on the genitals that you're born with and the chromosomes you have. It goes on your birth certificate.
- Gender is much more complex: It's a social and legal status, and set of expectations from society, about behaviors, characteristics, and thoughts. Each culture has standards about the way that people should behave based on their gender. This is also generally male or female. But instead of being about body parts, it's more about how you're expected to act because of your sex.
- Gender identity is how you feel inside and how you express your gender through clothing, behavior, and personal appearance. It's a feeling that begins very early in life.
- Sexual orientation is about who you're attracted to and who you feel drawn to romantically, emotionally, and sexually. It's different than gender identity. Gender identity isn't about who you're attracted to, but who you ARE - male, female, genderqueer, etc.

## Non-Binary ([Source: LGBT Hero](#))

The gender binary is the assumption that all people are one of two genders: female or male, or woman or man. People who identify as a man or a woman identify as a binary gender, since they identify with a gender within the system of the gender binary. A non-binary person simply identifies with a gender that is not male or female.



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# Key Terms

## Organizational Types/Levels (e.g., frontline, managers, leadership team)

- **Board of Directors** - A group of elected or appointed members that serves as an organization's governing body.
- **Senior Leadership Team** - Employees with executive decision making authority and are responsible for oversight of the organization.
- **Managers** - Employees who have supervisory responsibilities.
- **Frontline Staff** - Employees without supervisory responsibilities who perform direct service to clients/customers
- **Administrative Personnel** - Employees without supervisory responsibilities who primarily work with other employees within the organization (e.g., accounting, Human Resources)

## Racial identity & Ethnic Identity ([Source: National Museum of African American History & Culture](#))

Racial identity commonly refers to categorizing someone or self identifying by skin color, as well as other physical, social, and biological attributes. Ethnic identity refers to a social group that shares a common and distinctive culture, religion, language, or the like. Neither race or ethnicity is a biological category or difference, and racial and ethnic identity are synonymous for some identities and distinct from each other for others.





# Frequently Asked Questions

## Why was the SWEAT Scan created?

Inspired by discussions we've been having with stakeholders over the past year about how we can better address challenges and inequities Leaders of Color face in the workforce system, NYATEP sought out to gain a better understanding about what is going on within the workforce development sector. What we learned is that no detailed, actionable data currently exists.

## My organization doesn't have data for all the information being requested. Does it make sense for us to participate in the SWEAT Scan?

Absolutely! It's important to paint an accurate picture of what is actually happening throughout the sector, so if you have all the requested data or none of it, we want to hear from you.

## We are not comfortable sharing this sensitive organizational data. How confidential and secure is our information?

Tangible Development, a third party DEI consulting firm experienced with secure data collection, administers the SWEAT Scan and securely houses the data. While identifiable information (organization name, location, and respondent email) is collected, it is only used to be able to segment the data and ensure there are no duplicate organizations. Data connected to identifiable information is not shared with NYATEP or any other stakeholders. However, NYATEP does receive a list of organizations that participated.

## Can multiple people at one organization complete the scan?

To ensure the most accurate overall results, only one submission per organization can be used. The first submission will be accepted; all others will be discarded from reporting.

## Who should complete the SWEAT Scan?

Service providers in the workforce sector who engage in job training, education, and employment services. One point person (such as a CEO or HR Director) should be appointed to gather information and input data into the survey.

**Get more information and more questions answered on the NYATEP website. Click or scan this code:**

