

## Magnet Diversity Guide

### Magnet and Diversity

Magnet aims to improve the job search process for all individuals. As such, we've added multiple tools for Job Seekers and Employers to help identify and target various diversity demographics.

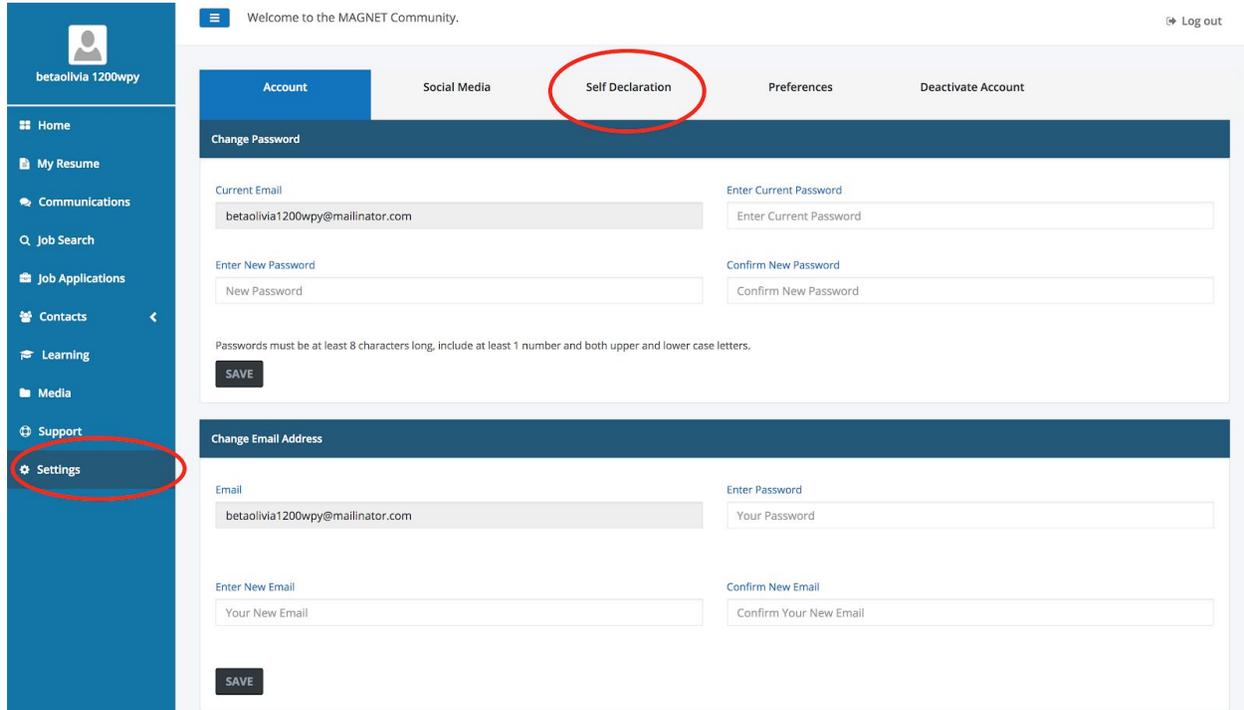
Magnet allows self-declaration and targeted matching towards 6 specific diversity groups. The diversity options in system are as follows:

- Indigenous Peoples - First Nations, Metis, Inuit, or Non-Status. For those who identify as First Nations, we provide an extensive list of tribal councils, treaty territories, and first nations to select from.
- LGBTQ\*
- Women
- Newcomers to Canada (within the last 5 years)
- Members of a visible minority (radicalized group)
- Persons with disabilities (including mental health and neurological issues/illnesses)

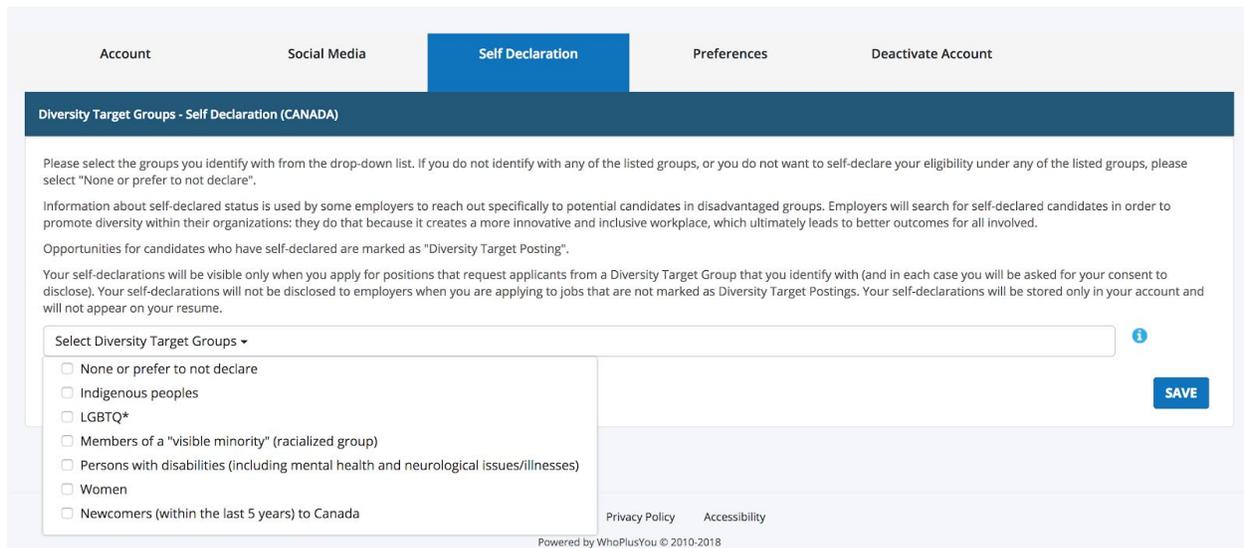
For Job Seekers there is also a 7th option called "None or prefer not to declare". This option is meant for individuals who do not belong to or identify with any of the available diversity group options, or for those who do belong to these groups, but would prefer to not express their status to others. The reason these two items are grouped together under one selection is to protect the privacy of those who do belong to a diversity group and do not wish to declare so.

## Declaring Diversity for Job Seekers

Job Seekers can declare their diversity in the Settings section, under a tab called Self Declaration.



The screenshot shows the user profile page for 'betaolivia1200wpy'. The 'Settings' option in the left sidebar is circled in red. The 'Self Declaration' tab in the top navigation bar is also circled in red. The page contains sections for 'Change Password' and 'Change Email Address', both with input fields and a 'SAVE' button.



The screenshot shows the 'Self Declaration' page with the 'Self Declaration' tab highlighted in blue. The page title is 'Diversity Target Groups - Self Declaration (CANADA)'. It contains a dropdown menu for 'Select Diversity Target Groups' with the following options:

- None or prefer to not declare
- Indigenous peoples
- LGBTQ\*
- Members of a "visible minority" (racialized group)
- Persons with disabilities (including mental health and neurological issues/illnesses)
- Women
- Newcomers (within the last 5 years) to Canada

A 'SAVE' button is located to the right of the dropdown menu. The page also includes links for 'Privacy Policy' and 'Accessibility' and a footer that reads 'Powered by WhoPlusYou © 2010-2018'.

Here they can select one or multiple groups from a drop down menu.

Select Diversity Target Groups ▾

- None or prefer to not declare
- Indigenous peoples
- LGBTQ\*
- Members of a "visible minority" (racialized group)
- Persons with disabilities (including mental health and neurological issues/illnesses)
- Women
- Newcomers (within the last 5 years) to Canada

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Powered by Who

If the user selects Indigenous Peoples, they will be presented with additional questions such as which group they belong to (First Nation, Inuit, Metis, Non-Status). Should the user select "First Nation" they will be presented with another selector to specify which First Nation they belong to. Once they make a selection from this list, we will automatically fill in the appropriate treaty territory and tribal council, however the user will have the option to select "not applicable" if they choose to not share this information.

Indigenous Peoples ▾

**Select your Indigenous Group:**

First Nation ▾

**First Nation:**

Abénakis de Wôlinak

**Tribal Council:**

Grand Conseil de la Nation Waban-Aki Inc.

**Treaty Territory:**

Not applicable

If the user selects Newcomer to Canada, they will be prompted to select the year in which they entered Canada. The pick list will only include the last 5 years as options.

Newcomers (Within The Last 5 Years) To Canada ▾

## Year you entered Canada:

If the user selects Persons with Disabilities, they will be given the option to opt in to receive information about specific disability groups.

Persons With Disabilities (Including Mental Health And Neurological Issues/Illnesses) ▾

### Disabilities Information Options:

#### Opt in to receive information on the following topics:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Physical/Mobility Impairment <a href="#">i</a> | <input type="checkbox"/> Sensory Impairment <a href="#">i</a>    | <input type="checkbox"/> Cognitive/Intellectual Impairment <a href="#">i</a> |
| <input type="checkbox"/> Mental Health Issue/Illness <a href="#">i</a>  | <input type="checkbox"/> Neurological Disorder <a href="#">i</a> | <input type="checkbox"/> Other Health Issue <a href="#">i</a>                |

*Your selections will not be visible on your profile or to any other Magnet platform user.*

The groups include: physical/mobility impairment, sensory impairment, cognitive/intellectual impairment, mental health issues/illness, neurological disorder, and other health issue.

Note that by making a selection, the user is NOT declaring themselves as having or belong to the group. Rather, they are saying they want to receiving information about these groups.

Job Seekers will only be able to see the Self Declaration section in Settings if they have set their location in their Basic Profile to anywhere in Canada OR are eligible to work in Canada.

Should the user change their location or work eligibility to not include Canada while they have something entered in the Self-Declaration section, they will still be able to see the Self-Declaration section.

## Diversity Prompt On Onboarding Completion



The screenshot shows a notification box with a light blue background. At the top left, it asks "Are you a member of a Diversity Employment Group?" with a close button (X) on the right. Below this, it says "Employers may be looking for your perspective and skills. Click Continue to complete your [confidential disclosure](#)." There are two buttons: "NO THANKS" (light blue) and "CONTINUE" (dark grey). At the bottom right, there is a "Tell Me More" link with a plus icon.

Once a Job Seeker has completed the Onboarding process, a notice regarding Diversity will appear in their Network Feed on the Home Page. The notice informs the Job Seeker that they can declare their diversity status and explains what diversity refers to in the Magnet system. The Job Seeker is given the option to either continue to the Self-Declaration section in Settings, or "No Thanks". Selecting "No Thanks" will automatically set the individual's diversity status to "None or prefer not to declare", and they will be notified as such.

This notification will remain at the top of the network feed until a selection has been made in the diversity section. If the user dismisses the notification by clicking the X, it will appear again in 10 minutes.

## Receiving and Applying to Diversity Postings

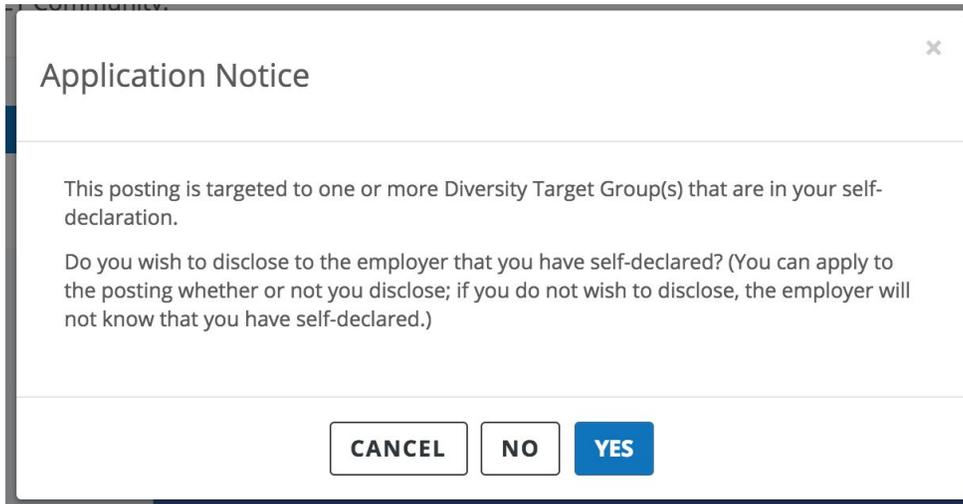
If a Job Seeker who has self-declared is invited to or views a Diversity posting on the job board, a Diversity Employment Opportunity notification will appear at the top of the posting.

# DIVERSITY EMPLOYMENT POSTING

This label serves to notify the individual that the employer has specified a diversity filter in their posting that matches the individual's declaration. For example, if the employer selected Women, a job seeker who declared as a woman would see this label, but job seekers who did not declare as Women and view the posting will not.

When the job seeker with a matching diversity declaration applies to the posting, a pop up message will appear regarding the diversity status before the user can apply. The content of this message and the options available to the job seeker depend on whether the employer selected Should Have or Must Have in the diversity section.

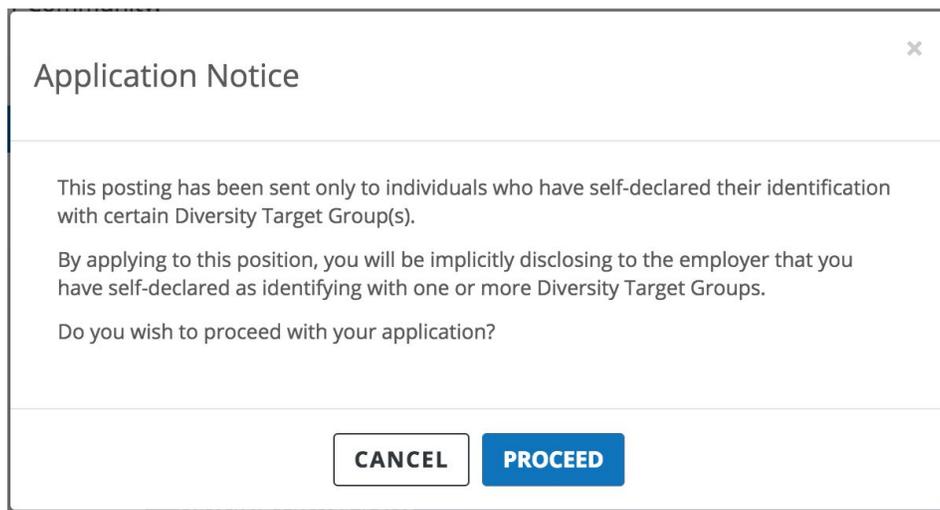
### Should Have Diversity Postings



Diversity postings labelled as Should Have will both invite qualified candidates and appear on the job board. If a diversity candidate applies through either method, they will be asked if they wish to disclose their self-declaration to the employer. They will be given three options:

- Cancel - cancels the resume upload process
- No - allows the application process to continue, but the individual will not be displayed to the employer as a diversity candidate.
- Yes - allows the application process to continue, and the individual will be identified as a diversity candidate to the employer.

### Must Have Any/All Diversity Postings



Diversity postings that specify that candidates must be part of one or more diversity groups are not displayed on the job board. When a diversity candidate applies to a Must Have diversity posting, a notification will appear informing them that the employer specifically requested individuals with one or more of the diversity groups they declared as. They are also informed that by applying to this posting, the individual will be implicitly stating that they belong to at least one of the requested groups. The job seeker is given two options at this point:

- Cancel - cancels the application process
- Proceed - the individual can continue with the application process. They will be automatically identified as a diversity candidate to the employer.