This document outlines the set of principles and associated talent practices included in the Opportunity Navigator. Use the online version to create your own scorecard and access relevant resources. You can find the navigator at www.opportunitynavigator.com

STRATEGY & SET-UP

1. **A Commitment to Inclusion and Respect**
   - Ensure work environments are free from safety and health hazards
   - Require sexual harassment training for all employees
   - Require diversity and inclusion training for all employees
   - Give all employees the opportunity to voice feedback and ideas for improvement
   - Use personalized recognition tools
   - Cultivate diverse senior leadership team
   - Connect entry-level and frontline employees to company mission/purpose

2. **A Data-Driven Opportunity Employment Strategy**
   - Analyze cost-per-hire for entry-level and frontline roles
   - Analyze cost of turnover for entry-level and frontline roles
   - Analyze entry-level and frontline retention and promotion by race and gender at a minimum
   - Build company-wide buy-in for opportunity employment practices
   - Expand key performance indicators for supervisors/managers to include talent-related metrics (such as diversity, employee engagement, retention)
   - Engage in workforce planning to forecast entry-level/frontline skill and competency needs
RECRUITING & HIRING

3. Proactive and Intentional Recruitment of Opportunity Talent

- Partner with community-based organizations to source opportunity talent
- Provide input into curricula of training partners based on talent needs
- Offer a work-based experience for opportunity talent, such as job shadowing, internship, apprenticeship
- Use digital/social media to attract opportunity talent

4. Minimized Barriers to Accessing Entry-Level and Frontline Roles

- Reduce bias in job description language
- Eliminate degree requirements that are not necessary for the job
- Shorten length of job application
- Conduct anti-bias training for recruiters
- Relax drug testing as much as possible
- Create process to ensure a criminal background does not result in an automatic no-hire decision
- Use standard rubrics for interviewing
- Update assessment tools and tests to minimize bias
- Limit use of contract labor and/or strive to convert contract labor to permanent roles
RETENTION & ADVANCEMENT

5. **Family-Sustaining Wages and Benefits for All Employees**
   - Pay or have plans to pay all employees minimum of $15/hour
   - Offer affordable healthcare insurance plan
   - Offer paid sick leave
   - Offer paid family leave at 100% pay for any amount of time (e.g. 5 days, 4 weeks, 3 months)
   - Offer transportation assistance
   - Offer childcare assistance
   - Offer financial literacy/financial wellness programs
   - Develop community partnerships that provide access to social services

6. **Systems That Support On-the-Job Success and Ongoing Professional Development**
   - Create a structured onboarding process with on-the-job training
   - Provide training for managers on effective people management
   - Engage in predictable and flexible scheduling practices for hourly workers
   - Create employee affinity/resource groups inclusive of entry-level and frontline employees
   - Offer clear career paths with support for growth
   - Focus on upskilling through cross-training, job shadowing, or other company-sponsored education programs
   - Offer tuition assistance with flexible payment options
   - Formalize a mentoring program

Opportunity Navigator™ is a collaboration between:

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