

A photograph of a desk with a laptop, mouse, and papers, with a window and plants in the background. The text is overlaid on a dark green rectangular area in the center.

STAFF JEDI COLLECTIVE RESOURCE GUIDES

STANFORD SOM HRG
STAFF JEDI COLLECTIVE



March 31, 2023

Dear Colleagues,

We are pleased to serve as the Stanford University School of Medicine Human Resources Group Justice, Equity, Diversity, and Inclusion (SoM HRG JEDI) team at the time of this collection of resource guides' initial publication.

In September 2021, we, the SOM HRG JEDI team, first convened the School of Medicine Staff JEDI Collective. The Staff JEDI Collective is composed of staff members from across the School of Medicine and our colleagues in the Human Resources Group with the vision to work collectively and co-create change together with the goal of cultural transformation in the workplace. Through an evolving and robust process, we generated a series of resources for minoritized employees in the workplace including, but not limited to, racially minoritized, LGBTQ+, disabled, and/or first generation professionals. We sought to add a JEDI lens to the employee experience in order for minoritized employees to feel valued and have a greater sense of belonging. Our aim is for both managers and individual contributors to use these resources to create a more inclusive and equitable environment.

Over the course of more than a year, we have worked tirelessly on this effort and are proud of the process we undertook and the outcomes of our collective impact.

We hope that you will see these resources as an opportunity to reflect upon your current practices and to consider how you can create change to further justice, equity, diversity, and inclusion within your local context.

Together we are stronger.

In partnership,

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Miranda Stratton, PhD, Assistant Director of Justice, Equity, Diversity, and Inclusion

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EXECUTIVE SUMMARY

WHAT IS THE STANFORD SCHOOL OF MEDICINE STAFF JEDI COLLECTIVE?

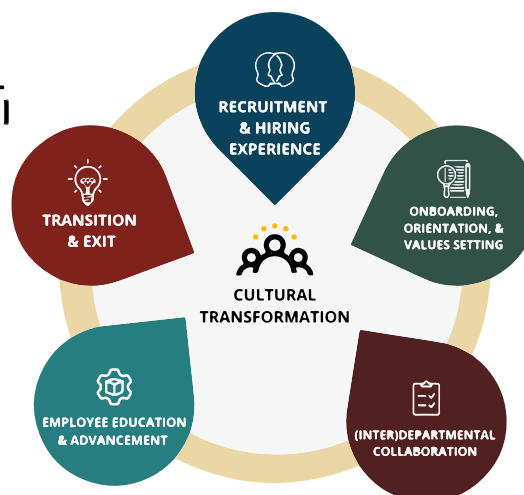
The Stanford School of Medicine [Staff JEDI Collective](#) brings together over 80 School of Medicine staff representatives to connect central and local efforts around justice, equity, diversity, and inclusion (JEDI). Since fall 2021, the purpose of the Staff JEDI Collective is to gather stakeholders from across the School of Medicine to better streamline communications and to work collectively on projects that impact culture change. The group is led by the School of Medicine [Human Resources Group JEDI Team](#) and the direction of the group is co-created by its respective members.

Recognizing the lack of resources, processes, and practices that actively advance JEDI efforts and foster a sense of belonging for staff, Staff JEDI Collective members voted to create and curate accessible JEDI-centered resource guides that embed JEDI strategy in pre-existing structures and practices. These resource guides aim to provide the tools to foster cultural transformation and advance organizational change for JEDI.

Using an employee experience roadmap as a framework, the Staff JEDI Collective created various resource guides for education and adoption from a practitioner's lens. The priority areas identified for the resource guides are: Recruitment and Hiring Experience; Onboarding, Orientation, and Value Setting; (Inter)departmental Collaboration; Employee Education and Advancement; and Exit and Transition (see visual below).

ORGANIZATIONAL CHANGE FOR JEDI

Employee Experience Map





RESOURCE GUIDE TOPICS

The topics for each resource guide are organized according to the components of the employee experience map.

RECRUITING AND HIRING EXPERIENCE

- Defining a JEDI-Focused Recruitment & Hiring Strategy
- A Relationship-Centered Approach to Recruit and Attract Diverse Talent
- A Tactical Approach to Mitigating Bias in the Hiring Process
- An Inclusive Approach to Interviewing and Evaluating Candidates

ONBOARDING, ORIENTATION, AND VALUES SETTING

- Onboarding Employees to JEDI Resources and Opportunities
- Integrating Individual and Team Values into Daily Practices
- Defining Accountability for Teams' JEDI Practices and Action

(INTER)DEPARTMENTAL COLLABORATION

- All Things DEI Committees Considered: Creation, Recruitment, and Launch
- All Things DEI Committees Considered: Management and Sustainability
- A Landscape Review of Stanford School of Medicine DEI Committee
- Leveraging Staff Activities for Team JEDI Engagement

EMPLOYEE EDUCATION AND ADVANCEMENT

- Closing Professional Development Gaps: How to Normalize and Facilitate Conversations about Career Advancement
- Expanding Professional Networks with Informational Interviews

TRANSITION AND EXIT

- Co-Creating a Transition and Exit Plan: Supporting Departing Employees Through Times of Change
- Leveraging Exit Interviews to Cultivate Inclusive Work Cultures



HOW TO UTILIZE THE RESOURCE GUIDES

These resource guides describe how to equitably and inclusively implement practices within the employee experience cycle. While these are not required practices, we highly recommend implementing them within the context of your local environment. The goal of this initiative is to identify strong practices across Stanford School of Medicine to transform the employee experience and lead to culture change. While these guides are targeted to Stanford School of Medicine community members, they are not limited to this space or audience. These issues arise across many schools, units, universities, and organizations. We encourage internal and external use of these resources. For acknowledgement, please use the following citation:

Stanford University School of Medicine Human Resources Group Justice, Equity, Diversity, and Inclusion, 2023.

The JEDI Collective resource guides are intimately connected to one another and are best used interdependently. However, these resource guides can also be utilized independently as needed. The entire suite of resources within the five topic areas or individual topic areas with their respective resource guides can be downloaded.

These files were generated on Adobe Illustrator and converted into pdf files. In the generation of the files, accessibility features integrated into Adobe were used to create and verify pdf accessibility. If additional assistance is needed, please contact the Stanford School of Medicine Human Resources Group Justice, Equity, Diversity, and Inclusion team at somhrjedi@stanford.edu for assistance.

Please note that the resource guides refer and link to multiple external entities. This is not an endorsement of any of these entities by Stanford University or the Stanford School of Medicine Human Resources Group Justice, Equity, Diversity, and Inclusion team.

These resource guides are not policy recommendations of Stanford University, Stanford Medicine, or Stanford School of Medicine.

IMAGE DESCRIPTIONS

ACKNOWLEDGEMENTS AND RECOGNITION

We thank members of the Staff JEDI Collective and the School of Medicine Human Resources Group for their thought partnership. Below is a detailed list of individuals who contributed to the ideation and creation of these resource guides. In addition, we called upon partners from across Stanford University and Stanford Medicine to provide feedback, communicate, and socialize this effort. We are grateful for these partnerships. It truly takes a village.

CONTRIBUTING MEMBERS

*An asterisk designates individuals who were involved in both ideating topics and writing resource guides.

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