



Competence Centre for Diversity & Inclusion (CCDI)

# Data Requirements for HSG Diversity Benchmarking and the packages DIVERSITY WORKS Light, Essential, Deep-dive

October 2023

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More information about the HSG Diversity Benchmarking and packages: <https://welcome.diversityworks.ch/>  
Access to the application for booking and viewing your dashboards: <https://diversityworks.ch/>

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## 2 General information

### Necessary data

Participating companies provide two data sets per year (for employees and for applicants) in a .csv or .xlsx file.

### Reference date/period

**Employee data** is the data of all employees working in Switzerland employed as of 31 December of the past year. **Companies participating for the first time – or who have not participated in the previous year – need to provide data from the past two years** (for example, 31.12.2023 and 31.12.2022).

**Application data** (if available) should cover all applications received in the calendar year (e.g., between 1.1.2023 and 31.12.2023). Companies only need to send data for the previous calendar year. Even if you cannot provide application data, participating in the analysis is still possible and can yield valuable insights.

Employee and application data should be collected for **the same time period** (e.g., for 2023).

### Employee ID

Data should be collected for each person (.csv or .xlsx format, one row per person). The data must be anonymized, which is best achieved by numbering. **It is very important for each person to have the same employee ID from year to year, so that data that tracks progress over multiple years (e.g. turnover, promotions) can be correctly assessed.**

If an employee holds several positions in your company, these should be indicated separately (one line per position). However, the unique employee ID is the same in each row.

### Application data

Each row represents one job application. Therefore, there can be multiple rows per applicant if they applied for multiple positions within the same year.

#### Unavailable data

If certain data cannot be provided (e.g. applications, correspondence language), the corresponding cells should remain empty. This means some analyses will not be possible. We recommend contacting us at [support-diversityworks@unisg.ch](mailto:support-diversityworks@unisg.ch) if your company does not have all the required data available.

#### Data transmission

To ensure secure data transmission, we will set up an account for you (or the person responsible for data transmission) on the University of St.Gallen's sharepoint. Like that, you can directly upload the data. You will receive an email with the link and further instructions as soon as data transmission is possible.

### 3 Required data for all participating companies

ID	Description	Technical Definition	Format	Example	Comments
1	Employee ID	Unique ID for each employee	String (max. length: 10, only numbers and letters allowed)	12367943	Should be replaced with a new ID, to guarantee anonymity of the data.
2	Gender	Employee's gender	Number € [0;2]	1	0 - Male 1 - Female 2 - Other
3	Year of birth	Employee's year of birth	Year (4 digits: YYYY)	1973	
4	Nationality	Employee's nationality	String in format ISO 3166-2	CH	Only one nationality. In the case of dual citizenship: If the person has Swiss citizenship, then CH, otherwise one of the two nationalities.
5	Correspondence language	Employee's correspondence language	String in format ISO 639-1	de	
6	Hierarchical level	Whether the employee has a management position	Number € [1;5]	3	See detailed description in section 4 of this document
7.1	Type of position 1	Whether the employee is temporarily or permanently employed	Number € [0;1]	1	0 - temporary 1 - permanent
7.2	Type of position 2	Type of employment	Number € [0;3]	1	0 - Internship 1 - Apprentice 2 - Regular employment 3 - Other
8	Employment percentage	Employee's work-time percentage	Number (85% = 0.85), rounded to two decimal places	0.85	
9	Personnel responsibility	Does the employee have personnel responsibility?	Number € [0;1]	1	0 - no personnel responsibility 1 - personnel responsibility
10	Date of entry	Last date the employee entered the company	Date string in format ISO 8601: YYYY-MM-DD	2012-01-01	Especially relevant for re-entries: Last time of entry.
11	Education	Employee's education	Number € [1;8]	1	See detailed description in section 4 of this document
a)	Return from maternity leave (record in a separate Excel spreadsheet): 1. How many women have terminated their maternity leave last year? 2. How many of these women still work in the organization?				

ID	Applicant	Technical Definition	Format	Example	Comments
B1	Number / ID	Indicate a number per application	String (max. length: 10, only letters and numbers allowed)	B101	Can be a random number or combination of numbers and letters.
B2	Gender	Applicant's gender	Number € [0;2]	1	0 - Male 1 - Female 2 - Other
B3	Management / Non-Management	Is the application for a managerial position or not?	Number € [0;1]	1	0 - Non-Management 1 - Management

#### 4 Detailed information on hierarchy, education, and additional data

##### Hierarchical level

##### **How to classify hierarchical levels according to the Federal Statistical Office (adopted from the instructions for Logib, the Swiss federal equal pay self-test tool)**

To ensure the comparability of the various organizations, we use the classification for “professional position” the Federal Statistical Office uses in the Swiss Earnings Structure Survey as well as the Federal Office for Gender Equality uses in the Logib tool. This requires a one-time effort since a code must be developed to classify a company’s internal hierarchical levels according to FSO standards. This code can then be used for all future participations.

If there is any uncertainty about how to conduct the classification, we are glad to support you.

**Please add the information on how you allocate your company’s hierarchical levels to the FSO classification to the data you send us (e.g., in a separate Excel spreadsheet or as an additional document).**

##### 1 = Top management

Director or involvement in executive management:

- Shaping or helping to shape policy at corporate level
- Responsibility or joint responsibility for the achievement of the company’s goals
- Coordination of various management functions
- Responsibility for policy and achievement of objectives in a specific area

##### 2 = Middle Management

Management of a department within the company, high level support roles:

- Responsibility for the planning and organization of a specific area
- Involvement in the development of long-term action plans

##### 3 = Lower Management

Performance-oriented management of a sub-area, qualified support roles:

- Responsibility for carrying out tasks in own area of activity
- Involvement in planning and organization

##### 4 = Lowest Management

Supervision of tasks according to specific instructions:

- Supervision of work in progress
- Occasional involvement in planning and organization

##### 5 = No management function

## Education

Please enter **the actual highest educational level** for every employee (and not, for example, the education and training typically required for the function being performed).

1 and 2: Tertiary level, university degrees

Regarding tertiary level university degrees (codes 1 and 2) you have two options depending on your actual business situation:

### Option 1

1 - Universities and institutes of technology (Uni, ETH)

2 - University of applied sciences, university of teacher education or equivalent

### Option 2

1 - Master's degree

2 - Bachelor's degree

3 – Tertiary: Higher vocational training with Federal PET diploma, advanced or master craftsman diploma, diploma from a technical college (TS), PET college, engineering college (HTL), business administration college (HWV), art and design college (HFG), Institut d'Études Sociales (IES) or equivalent

4 - Teaching certificate at various levels: primary teacher's training college (for teaching at pre-school, primary school, art and design, home economics) or equivalent

5 - Academic baccalaureate, vocational baccalaureate, specialized baccalaureate or equivalent

6 - Completed vocational education and training leading to a federal or cantonal certificate of proficiency, full-time vocational school, upper secondary specialized school, VET programme (Federal VET certificate – EBA) or equivalent

7 - In-house vocational training not recognized by the State Secretariat for Education, Research and Innovation (SERI)

8 - Compulsory schooling without professional qualification

For degrees received abroad, the code of the equivalent Swiss education should be used.

Additional data

### **Return from maternity leave**

To calculate the rate of women who return from maternity leave, two numbers are required:

1. How many women have terminated their maternity leave last year?
2. How many of these women still work in the organization?

This data is only required for one year. Please send us this data in a separate Excel spreadsheet or document.

### **Survey “Implemented DE&I measures”**

In addition to the employee data, companies fill out a survey on implemented DE&I measures. It can usually be filled out by the person responsible for DE&I in your company. It contains mainly yes / no questions, no data needs to be collected.

The person responsible for answering the survey will receive an email with the survey link from DIVERSITY WORKS as soon as the survey is ready to be filled out.

## 5 Additional data for the packages DIVERSITY WORKS Essential and Deep-dive

### Diversity Trend Analysis:

The [packages DIVERSITY WORKS Essential and Deep-dive](#) include the Diversity Trend Analysis. To profit most from this analysis, make sure that we have at least 3 years of data to analyze. If you have participated in the Diversity Benchmarking or Gender Intelligence Report in previous years, this data will already be available. If you are participating for the first time, send us data for at least one (maximum three), additional year(s) (e.g. data as of 31.12.2021 in addition to 2023 and 2022).

### Internal Benchmark:

The package DIVERSITY WORKS Deep-dive also includes an internal benchmark, which allows your company to benchmark business units or departments with each other. For being able to conduct this analysis, we need one additional criterion in the employee data file, which is the business unit or department an employee is working for. Here is the exact definition:

ID	Description	Technical Definition	Format	Example	Comments
12	Business unit	Business unit or department in which the employee is employed	String (only numbers and letters allowed)	Finance Sales	Use the first level in the organization chart to define the business unit. In addition to the data, please also provide the organization chart or a list of business units (in an additional document or spreadsheet).



## 6 Checklist data requirements

- Did you include data for the last two years (if this is your first time participating)?
- Did you include all 11 data points per employee and all 3 data points (if available) per application?
- Is all information formatted correctly? (For example: nationality is a code consisting of two letters)
- Are employee IDs anonymized?
- Are there missing values?
- Did you document the classification key for the 5 hierarchical levels?
- Did you record two pieces of information on maternity leave?

If you booked DIVERSITY WORKS Essential or Deep-dive:

- For both packages:** Did you include at least one (maximum three) additional year(s) of data, if you are participating for the first time?
- For Deep-dive only:** Did you add the criterion containing the information on business unit in the employee data set?