

Creating Diverse and Inclusive Workplaces

Recommendations from the Diversity Committee



The BOMA/Chicago Foundation Diversity Committee believes that property management companies and vendor partners have a responsibility to help us diversify the CRE workforce and re-evaluate policies and practices to support the careers of diverse professionals. Below are our initial recommendations of how you can create a diverse and inclusive workforce at your company.

We invite you to share this guide with your teams and HR departments. If you have any other recommendations or resources for this document, please reach out to Jaclynne Madden at jmadden@bomachicago.org with your suggestions and/or resources.

STEPS TO CREATING A DIVERSE AND INCLUSIVE WORKPLACE

- Contact Chicagoland universities and organizations, who have been vetted by BOMA/Chicago, to fill your open positions. These universities and organizations have a diverse population of students and members (this is not an exclusive list).
 - Local Colleges & Universities
 - [National Louis University](#): Claribel Quintana at cquintana1@nl.edu
 - [DePaul University](#): Charles Wurtzebach at cwurtzeb@depaul.edu
 - [Roosevelt University Marshall Bennett School of Real Estate](#): Collete English Dixon at cenglishdixon@roosevelt.edu
 - [Northern Illinois University](#): Leslie Alter at lyalter@neiu.edu
 - [Harold Washington College](#): Cheryl Freeman at cfreeman26@ccc.edu
 - [Associated Colleges of Illinois](#): Mick Weltman at mweltman@acifund.org
 - Professional & Student Organizations
 - [Real Estate Associates Program](#) (Project REAP): reap@projectreap.org
 - [Association of Latino Professionals for America](#) (ALPFA Chicago): president@chicago.alpfa.org
 - [National Black MBA Association Chicago Chapter](#): chicago.chapter@nbmbaa.org
 - [Hispanic Alliance for Career Enhancement](#) (HACE): info@haceonline.org
 - [National Association of Black Accountants](#): memberservices@nabainc.org
- Ask your current employees for recommendations on job candidates and create an employee referral program.
 - Employee referral programs will bring you diverse talent if you have a diverse employee population.
- Engage in diversity-focused volunteer and philanthropic efforts.
 - [Reach out to the Diversity Committee](#) if you want to get involved; we partner with local high schools, colleges and non-profit organizations to host career days, building tours, mentorships and diversity-focused networking events.
 - Invite your team members to [become Diversity Ambassadors](#).
- Showcase your company's commitment of diversity and inclusion by:
 - Developing a diversity and inclusive initiative and implement policies, procedures and goals as part of this initiative. [Read more about how to create a D&I initiative](#) as recommended by the Society for Human Resource Management.
 - Incorporating diversity and inclusion in your company's mission and vision.
 - Showcasing your company's demographic statistics and making your diversity, equity and inclusion goals public.
 - Using diverse images and testimonials on your website, social media and in all marketing materials. These images and testimonials should be accurate and reflective of your workforce.

- Highlight your diversity initiatives, volunteer programs or recognition/awards you have earned.
- Showcase the successes of your diverse employees in company-wide emails and at events.
- Ensure you are [supporting your current diverse employees](#) and gaining an understanding of your current employees by:
 - Giving all employees thorough and proper onboarding training
 - Ask each employee individually what they need and understand that individuals who have not had exposure to CRE prior to joining your company will need additional resources than employees who have
 - Encouraging employees to become involved in BOMA/Chicago
 - Supporting their educational growth, such as earning the RPA, broker's license, LEED, etc.
 - [Creating and supporting Employee Resource Groups](#) for minority professionals to network, create programming, and leverage their differences to make your organization stronger
 - Encourage RPA students at your company to participate in [BOMA/Chicago's mentorship program](#)
 - Encourage your employees to apply for a BOMA/Chicago Foundation RPA scholarship, including the [Ollie Scholarship for underrepresented professionals](#) and the [needs-based Full Designation Scholarship](#)
 - Creating an internal mentorship program
 - Facilitating transparent conversations about race, diversity, equity and inclusion and creating a high-trust, safe space for your employees to share and ask questions
 - Checking in with employees to ensure they have all of the resources and tools to succeed

We appreciate your commitment to diversity in the workplace and aim to support your goals in this process.

If you have any questions or need any assistance, please reach out to us:

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