

# Top Companies for Women Technologists

2023 Submission Guidelines &  
Questions



Updated: January 3, 2023

# Introduction

Top Companies for Women Technologists is a national program from AnitaB.org that identifies key trends around the parity and equity of technical marginalized genders in the workforce. First launched in 2011, the program helps organizations identify areas where they can improve and signals a commitment to diversity, equity, and inclusion that women and non-binary technologists look for in an employer. Top Companies is the only benchmarking program that looks specifically at technical employees and awards companies that are making the most progress toward equity.

## Completing Your Submission

Below are the steps required to complete your Top Companies 2023 submission. Additional details will be emailed to AnitaB.org Corporate Partners on January 9th, and to non-Partners upon purchase of Top Companies.



### Step 1

AnitaB.org Corporate Partners receive Top Companies as a benefit of their Partnership. Non-Partners should purchase Top Companies through the [E-Commerce site](#).



### Step 2

Begin preparing your company's submission in the Top Companies Data Template using these instructions as an additional guide.



### Step 3

Review your finalized submission Data Template with your executive sponsor.



### Step 4

Finalize and enter your [Top Companies Data Template](#) via the [Top Companies Portal](#) between Jan 20, 2023, and May 31, 2023.

## Resources & Support

If you have any questions, we encourage you to contact our Top Companies team at [topcompanies@anitab.org](mailto:topcompanies@anitab.org) or to review these helpful hints:

[Frequently Asked Questions](#)

[Methodology & Scoring](#)

[2022 Key Findings & Insights Report](#)

[Benefits & Costs of Participation](#)

[Security & Confidentiality](#)

[2023 Timeline](#)

## Eligibility to Participate

Any privately or publicly held company, including foreign-based companies, may participate in the program provided they have at least 100 technical employees in their U.S.-based workforce. To ensure the statistical rigor of our analysis, companies must have at least 25 technical employees at the entry and mid-career levels (of any gender or race/ethnicity) to be eligible for any Top Companies awards, but we encourage smaller organizations to participate, as they can still be recognized for their participation and will receive all other benefits of participation.

## Public Recognition & Awards Eligibility

Questions marked with a (+) are required in order to be publicly acknowledged as a Top Companies Participant and questions marked with a (\*) are required in order to be considered for any Top Companies awards. After we receive your submission, we may have questions about your data that need to be resolved. We will work with each company to resolve such questions. If your company is unable to submit valid responses to all designated questions, your company may not be considered for any Top Companies awards. Furthermore, AnitaB.org reserves the right to disqualify a company for an award should we learn that it engages in practices out of line with our mission or values.

## Scope of Submission

Data submitted should reflect numbers for technical employees based in the U.S., regardless of where your company is headquartered. Data should not include temporary staff members other than interns, regardless of whether they are contracted through a third-party agency or retained directly by your company. Data should only include employees working in technical roles, as defined by AnitaB.org, unless otherwise specified.

## Data Period

All participants must submit data for the current study year. Companies that did not participate in 2022 will also need to submit prior study year representation data.

**CURRENT YEAR DATA PERIOD:** January 1, 2022 - December 31, 2022

**PRIOR YEAR DATA PERIOD:** January 1, 2021 - December 31, 2021

## Company Information

1. (+) Name of company
2. (+) First and last name of person submitting on behalf of the company
3. (+) Email of person submitting
4. (+) Select your company's industry
  - Asset Management and Institutional Investors | Banking and Consumer Finance | Consumer Packaged Goods | Energy, Utilities, and Basic Materials | Engineering and Industrial Manufacturing | Food and Beverage Distribution or Manufacturing | Healthcare Systems and Services | Insurance | IT Services and Telecom | Media and Entertainment | Pharmaceuticals and Medical Products | Professional and Information Services | Public and Social Sector | Retail | Technology: Hardware | Technology: Software | Transportation, Logistics, and Infrastructure | Other (please describe)
5. What is your company's North American Industry Classification System (NAICS) code?
6. (+) Did your company participate in Top Companies for Women Technologists 2022?
  - Yes | No
7. (+) Which version of Top Companies for Women Technologists is your company submitting?
  - Full | Abridged

## Prior Year Representation Data

Companies that did not participate in Top Companies 2022 will need to complete Step 0. Companies that participated in 2022 will have prior year data on file and can skip to Step 1.

### STEP 1

## Current Year Representation Data

Companies must provide all required representation data by both gender and race/ethnicity in order to be eligible for awards. Companies that are unable to provide data by both dimensions may provide gender only data in the Total race/ethnicity category for each gender. Although companies providing gender only will still be eligible to be publicly recognized as a Top Companies Participant, they will be ineligible to receive any awards.

# METRICS FOR SUBMISSION

Complete this table for questions 8-18. Each employee should be listed in one and only one category. Make sure to provide the data per the data period designated for each question.

Questions 8-18	Women	Men	Non-binary	Unspecified	Total
Multiracial					
African American / Black					
Asian / Asian American					
Hispanic / Latine / Latinx					
Native American / Alaska Native / First Nations / Inuit / Aboriginal					
Pacific Islander / Native Hawaiian					
White					
Unspecified					
Total					

## CAREER LEVEL

Between January 1, 2022, and December 31, 2022

**8. (\*) Total number of intern/co-op U.S. technical employees**

As of December 31, 2022

**9. (+\*) Total number of entry level U.S. technical employees**

**10. (+\*) Total number of mid-level U.S. technical employees**

**11. (+\*) Total number of senior level U.S. technical employees**

**12. (+\*) Total number of executive level U.S. technical employees**

**13. (+\*) Total number of U.S. technical employees at all career levels, excluding interns (auto-calculated in template)**



# METRICS FOR SUBMISSION

## STEP 2

### HIRING

Between January 1, 2022, and December 31, 2022

**14. (+\*) Total number (excluding interns) of new U.S. technical employees who were external hires or who were internal non-tech employees hired into technical roles**

### RETENTION

Between January 1, 2022, and December 31, 2022

**15. (+\*) Total number (excluding interns) of U.S. technical employees who exited the company**

### ADVANCEMENT

Between January 1, 2022, and December 31, 2022

**16. (+\*) Total number (excluding interns) of U.S. technical employees who were promoted**

### BOARD DIVERSITY

As of December 31, 2022

**17. (\*) Total number of individuals on your company's Board of Directors**

### ADDITIONAL METRICS

As of December 31, 2022

**18. (\*) Total number (excluding interns) of technical and non-technical U.S. employees**

**19. (\*) Total number (excluding interns) of global technical employees, INCLUDING U.S. employees, who are: Women, Men, Non-binary, Unspecified**

Between January 1, 2022, and December 31, 2022

**20. (+\*) Average[1] number (excluding interns) of U.S. technical employees across all levels who are: Women, Men**

[1] Averages should be calculated by summing the total number of specified technical employees at the end of each month in the designated 12- month period and dividing by 12.





## Policies & Programs

Part of the Top Companies score is based on answers to the Policies and Programs section. You will be unable to receive points for any questions marked Unknown or Decline to Respond or left blank. Companies that disclose all the information requested will receive additional Transparency points. See [Scoring FAQ](#) for more details. Furthermore, questions marked with (\*) require a response for companies to be eligible for an award. Unless otherwise indicated, answer these questions to reflect your company's Policies & Programs **as of December 31, 2022**.

### CAREGIVING

Note for Q21-23: Full paid caregiving leave includes all additional leave offered exclusively for caregivers in your U.S. workforce in which employees continue to receive 100% of their salary while on leave. Do not include vacation time, personal sick time, or other types of standard paid time off (PTO) that can be used by employees for non-caregiving purposes. If this number varies from state to state, put the FEWEST number of weeks offered. Do not count any weeks in which employees are only partially paid.

**21. (\*) How many weeks of 100% full paid caregiver leave does your company offer U.S.-based mothers and other parents who give birth or parents with primary parent status?** Note: if the amount varies depending on birth complications or other factors unrelated to state public policy mandates, put in the maximum number of weeks provided.  
OR Unknown OR Decline to Respond

**22. (\*) How many weeks of 100% full paid caregiver leave does your company offer U.S.-based fathers and other partners to birth parents or parents with non-primary parent status?**  
OR Unknown OR Decline to Respond

**23. (\*) Indicate the number of weeks of 100% full paid caregiver leave offered to U.S. employees for each of the following types:**

- Adoption | Surrogacy (i.e., for employees who act as a surrogate) | Foster Care | OR Unknown | OR Decline to Respond

**24. (\*) Does your company track<sup>[2]</sup> the usage of caregiver leave by the following:** Select Yes, No, Unknown, or Decline to Respond for each type.

- Gender | Race/ethnicity | Intersectional gender and race

**25. (\*) Between Jan 1, 2022, and Dec 31, 2022, did your company collect anonymous feedback from employees (e.g., employee engagement survey, pulse survey, etc.) on their feelings of organizational and/or coworker support in utilization of available caregiver leave?**

- Yes | No | Unknown | Decline to Respond

[2] Companies are considered to "track" a particular metric if both of the following are performed: (1) systematic and consistent collection of the specified data, and (2) the collected data should be regularly reviewed by a person or group with some decision-making authority (e.g., HR, DEI team, managers, execs, etc.). Data collection without regular review does not meet the standard of "tracking."

# METRICS FOR SUBMISSION

**26. (\*) Does your company provide the following types of childcare assistance to employees:** Select Yes, No, Unknown, or Decline to Respond for each type. Select Yes only if your company provides this to employees in all states, not just in states where companies are legally mandated to provide this assistance.

- On-site childcare center | Childcare subsidy | Childcare center discount | Dependent care assistance programs (DCAPs) / Dependent care flexible spending account (FSA) | Backup childcare | Other (please describe)

## WORKLIFE FLEXIBILITY

**27. (\*) Does your company have a formal company policy<sup>[3]</sup> allowing flexible work schedules for technical employees?**

- Yes | No | Unknown | Decline to Respond
- *If No, Unknown, or Decline to Respond is selected, skip to Q31.*

**28. If yes, select the appropriate response for each type of flexible work schedule permitted by your company's policy.** Select Permanent Policy, Temporary Policy, Not Permitted by Policy, Unknown, or Decline to Respond for each option.

- Working remotely / telecommuting the entire workweek | Working remotely / telecommuting part of the workweek (i.e., hybrid) | Working flextime (e.g., earlier or later start time, providing time throughout the day for caregiving or child education, etc.) | Working a flexible schedule/compressed workweek (e.g., four 10-hour days) | Formal job-sharing arrangements | Reduced hour / part-time option(s) | Other type(s) of flexible work allowed by policy (please describe)

**29. If yes, does your company track<sup>[4]</sup> the usage of flexible work by the following:** Select Yes, No, Unknown, or Decline to Respond for each option.

- Gender | Race/ethnicity | Intersectional gender and race

**30. If yes, is it standard practice for your company to promote flexible working opportunities in technical job descriptions?**

- Yes | No | Unknown | Decline to Respond

**31. (\*) Between Jan 1, 2022, and Dec 31, 2022, select the statement that best describes your company's efforts to educate managers on supporting remote/hybrid employees?**

- Managers received a mandatory formal training (e.g., session, workshop, or e-learning course in which information is delivered in a systematic, intentional way) | A formal training was made available to managers but was not mandatory | Managers received educational materials (e.g., guidelines, literature, written policy) but not a formal training | We did not educate managers on supporting remote/hybrid employees | N/A - we do not have any remote/hybrid employees | Other (please describe) | Unknown | Decline to Respond

[3] A formal written statement that acts as governance for the organization. Policies should apply to a majority or entry and mid-level tech employees to meet the standard of the questions in this submission.

[4] Companies are considered to "track" a particular metric if both of the following are performed: (1) systematic and consistent collection of the specified data, and (2) the collected data should be regularly reviewed by a person or group with some decision-making authority (e.g., HR, DEI team, managers, execs, etc.). Data collection without regular review does not meet the standard of "tracking."





# METRICS FOR SUBMISSION

## EMPLOYEE WELLBEING

**32. (\*) Between Jan 1, 2022, and Dec 31, 2022, did your company collect anonymous feedback from employees (e.g., employee engagement survey, pulse survey, etc.) on their experiences of burnout?**

- Yes | No | Unknown | Decline to Respond

**33. (\*) Between Jan 1, 2022, and Dec 31, 2022, select the statement that best describes your company's efforts to educate managers on minimizing employee burnout/supporting employee wellbeing?**

- Managers received a mandatory formal training (e.g., session, workshop, or e-learning course in which information is delivered in a systematic, intentional way) | A formal training was made available to managers but was not mandatory | Managers received educational materials (e.g., guidelines, literature, written policy) but not a formal training | We did not educate managers on minimizing employee burnout/supporting employee wellbeing | Other (please describe) | Unknown | Decline to Respond

**34. Which of the following does your company provide to employees to support reproductive health and freedom:** Select Yes, No, Unknown, or Decline to Respond for each option.

- Cover or reimburse employee's medical costs for an abortion | Cover or reimburse employee's travel-related costs to receive an abortion | Cover or reimburse employee's childcare expenses related to travel to seek an abortion | Provide additional paid time off to employees needing to travel to seek an abortion | Other (please describe)

**35. Does your company provide a tool through which employees can anonymously report workplace harassment?**

- Yes | No | Unknown | Decline to Respond

## TRANSPARENCY & ACCOUNTABILITY

**36. (\*) How often does your company's executive team review workforce diversity data specifically for the technical workforce?**

- At least once per month | At least once per quarter | At least once per year | Less frequently than once per year | Executive team regularly reviews workforce diversity data, but not specifically for the technical workforce | Executive team does not regularly review any workforce diversity data | Unknown | Decline to Respond
- *If you selected Executive team regularly reviews workforce diversity data, but not specifically for the technical workforce, Executive team does not regularly review any workforce diversity data, Unknown, or Decline to Respond skip to Q38.*

**37. If the executive team regularly reviews technical workforce diversity data, does your company's technical workforce diversity data include intersectional gender and race data as a standard metric?**

- Yes | No | Unknown | Decline to Respond



# METRICS FOR SUBMISSION

**38. (\*) Does your company have a formal process to hold senior and/or executive leaders accountable for progress on DEI goals?**

- Yes | No | Unknown | Decline to Respond
- *If No, Unknown, or Decline to Respond skip to Q40.*

**39. If yes, which of the following does your company do to hold senior and/or executive leaders accountable to DEI goals:** Select Yes, No, Unknown, or Decline to Respond for each type.

- Include DEI goals as a component of performance reviews
- Offer financial incentives for making progress on DEI goals (e.g., bonuses)
- Impose financial penalties for not making progress on DEI goals
- Other (please describe)

**40. (\*) Does your company track<sup>[5]</sup> the demographics of individuals on your company's patent submissions?**

- Yes - both gender and race/ethnicity | Yes - gender only | Yes - race/ethnicity only | No | We do not submit patents | Unknown | Decline to Respond

**41. (\*) Does your company release any diversity information publicly about its technical workforce?**

- Yes | No, but we release public diversity data about our overall workforce | No, we do not release any diversity data about our workforce publicly | Unknown | Decline to Respond
- *If either No option, Unknown, or Decline to Respond, skip to Q43.*

**42. If yes, does your company share the following types of demographic data publicly for its technical workforce:** Select Yes, No, Unknown, or Decline to Respond for each option.

- Gender | Race/ethnicity | Intersectional gender and race

## EQUITABLE HIRING

**43. (\*) Between Jan 1, 2022, and Dec 31, 2022, did your company engage in the following practices to increase the technical talent pool:** Select Yes, No, Unknown, or Decline to Respond for each practice. Note: "Recruiting" includes actively attending or holding events/programs and/or listing opportunities with the specified entity. Recruiting "directly" means that a company must recruit at or from the entity itself rather than a third-party organization or event that draws from said entity. (e.g., Recruiting from AfroTech would not meet the standard of recruiting directly from HBCUs.)

- Recruiting directly from Historically Black College and Universities (HBCUs) | Recruiting directly from Hispanic Serving Institutions (HSIs) | Recruiting directly from other Minority Serving Institutions (Tribal Colleges and Universities, Asian American and Pacific Islander Serving Institutions, etc.) | Recruiting directly from community colleges | Recruiting directly from bootcamps or other certification programs | Recruiting from conferences/ events held by organizations that focus on diversity in the tech ecosystem (e.g. Grace Hopper Celebration, Lesbians Who Tech, AfroTech, etc.) | Recruiting non-technologists to train to be technologists (apprenticeship) | Reskilling programs to train current non-technical employees to be technologists | Returnship programs (paid company programs that provide upskilling or reskilling specifically to people who have been out of the workforce) | Other (please describe)

<sup>[5]</sup> Companies are considered to "track" a particular metric if both of the following are performed: (1) systematic and consistent collection of the specified data, and (2) the collected data should be regularly reviewed by a person or group with some decision-making authority (e.g., HR, DEI team, managers, execs, etc.). Data collection without regular review does not meet the standard of "tracking."



# METRICS FOR SUBMISSION

**44. If yes to recruiting non-technologists to train to be technologists (apprenticeship), which of the following best describes your company's apprenticeship program:**

- Apprenticeship is hosted/supported by a program internal to our company | Company partners with a state or federally registered apprenticeship program | Other (please describe)

**45. What percentage of your technical new hires between Jan 1, 2022, and Dec 31, 2022, were from non-traditional pathways (e.g., bootcamps, certification programs, apprenticeships, reskilling programs, etc.)?**

**46. (\*) Between Jan 1, 2022, and Dec 31, 2022, select the statement that best describes your company's efforts to educate hiring managers on unbiasing the hiring process.**

- Hiring managers received a mandatory formal training (e.g., session, workshop, or e-learning course in which information is delivered in a systematic, intentional way) | A formal training was made available to hiring managers but was not mandatory | Hiring managers received educational materials (e.g., guidelines, literature, written policy) but not a formal training | We did not educate hiring managers on unbiasing the hiring process | Other (please describe) | Unknown | Decline to Respond

**47. (\*) Does your company engage in the following practices to decrease bias in hiring: Select Yes, No, Unknown, or Decline to Respond for each practice.** Select Yes only if your company engages in the practice in all states, whether or not you are legally mandated to do so.

- Anonymizing gender of candidate during application review process | Anonymizing school of candidate during application review process | Explicit evaluation criteria established before the review process begins | Prohibiting whiteboard interviews | Required diverse slate of candidates for interviews | Required diverse interview panels | Structured, behavior-based interview questions | System for checking for gendered language in job descriptions | Tracking<sup>[6]</sup> hiring outcomes to check for bias (e.g., demographics of applicants, demographics of new hires, etc.) | Other (please describe)

**48. (\*) Does your company set hiring targets/goals for the following groups:** Select Yes, No, Unknown, or Decline to Respond for each type.

- Tech women | Black, African American, Latinx, Hispanic, Native American, Alaskan Native, First Nations, Pacific Islander, or Native Hawaiian (BLNP) tech women

[6] Companies are considered to "track" a particular metric if both of the following are performed: (1) systematic and consistent collection of the specified data, and (2) the collected data should be regularly reviewed by a person or group with some decision-making authority (e.g., HR, DEI team, managers, execs, etc.). Data collection without regular review does not meet the standard of "tracking."



# METRICS FOR SUBMISSION

## PAY EQUITY

**49. (\*) Does your company have an official company policy<sup>[7]</sup> that requires pay equity by gender and/or race/ethnicity for similar jobs?**

- Yes - both gender and race/ethnicity | Yes - gender only | Yes - race/ethnicity only | No | Unknown | Decline to Respond

**50. (\*) How often does your company conduct a pay equity audit to determine areas and roles where pay inequities exist?**

- Quarterly | Biannually | Annually | Every 2 years | Every 3 or more years | Our company does not perform routine pay equity audits | Unknown | Decline to Respond
- *If Our company does not perform routine pay equity audits is selected, select this same response for Q51.*

**51. (\*) When conducting a pay equity audit, does your company analyze the following dimensions for potential pay inequities:** Select Yes, No, Unknown, or Decline to Respond for each option or Our company does not perform routine pay equity audits for all options. If your company does not perform routine pay equity audits, select Our company does not perform routine pay equity audits for all options.

- Between gender – differences in compensation of genders | Between race/ethnicity – differences in compensation of various races/ethnicities | Intersectional gender and race – differences in compensation of racial/ethnic groups of the same gender

**52. (\*) Is it standard practice for your company to include a salary, salary range, or salary grade on job descriptions for technical positions?**

- Yes | No | Unknown | Decline to Respond

**53. (\*) Does your company prohibit requesting previous salary history from U.S. candidates as part of the job application process in states where this practice is allowed?**

- Yes – we do not request previous salary history from any U.S. candidates, regardless of the state | No – we request previous salary history from U.S. candidates in states where this practice is allowed | Unknown | Decline to Respond

**54. (\*) Is it standard practice to pay fully-remote technical employees the same as in-person technical employees?**

- Yes | No | Unknown | Decline to Respond

**55. (\*) Does your company factor location of its U.S technical employees into compensation?**

- Yes | No | Unknown | Decline to Respond

**56. (\*) Does your company prohibit salary negotiations for entry level technical new hires?**

- Yes | No | Unknown | Decline to Respond

<sup>[7]</sup> A formal written statement that acts as governance for the organization. Policies should apply to a majority or entry and mid-level tech employees to meet the standard of the questions in this submission.



# METRICS FOR SUBMISSION

## STEP 4

### LEADERSHIP DEVELOPMENT

**57. (\*) Does your company engage in the following practices to decrease bias in the performance management process:** Select Yes, No, Unknown, or Decline to Respond for each practice. Select Yes only if your company engages in the practice in all states, whether or not you are legally mandated to do so.

- Explicit performance evaluation criteria established before the review process begins | Tracking[8] promotion outcomes by gender | Tracking promotion outcomes for women of color | Tracking promotion outcomes for remote, hybrid, and on-site employees | Tracking merit-based salary increases by gender | Tracking merit-based salary increases for women of color | Other (please describe)

**58. (\*) Between Jan 1, 2022, and Dec 31, 2022, select the statement that best describes your company's efforts to educate performance evaluators on unbiasing the performance management process.**

- Evaluators received a mandatory formal training (e.g., session, workshop, or e-learning course in which information is delivered in a systematic, intentional way) | A formal training was made available to evaluators but was not mandatory | Evaluators received educational materials (e.g., guidelines, literature, written policy, etc.) but not a formal training | We did not educate evaluators on unbiasing the performance management process | Other (please describe) | Unknown | Decline to Respond

**59. (\*) Between Jan 1, 2022, and Dec 31, 2022, did your company offer formal mentorship program(s) for technical employees?**

- Yes - virtual & on-site programs | Yes - on-site only | Yes - virtual only | No | Unknown | Decline to Respond

**60. (\*) Does your company have a formal career sponsorship program for technical employees who are women?** Sponsors are senior/exec level staff members who invest in a protégé's success by connecting them with career opportunities and visibly championing them within the company. This program does not have to be exclusive to women or tech women only, but must intentionally include tech women.

- Yes - virtual & on-site programs | Yes - on-site only | Yes - virtual only | No | Unknown | Decline to Respond

**61. (\*) Between Jan 1, 2022, and Dec 31, 2022, did your company offer formal leadership development program(s) for technical employees?**

- Yes - virtual & on-site programs | Yes - on-site only | Yes - virtual only | No | Unknown | Decline to Respond

[8] Companies are considered to "track" a particular metric if both of the following are performed: (1) systematic and consistent collection of the specified data, and (2) the collected data should be regularly reviewed by a person or group with some decision-making authority (e.g., HR, DEI team, managers, execs, etc.). Data collection without regular review does not meet the standard of "tracking."





# METRICS FOR SUBMISSION

**62. (\*) Does your company set targets/goals for the following types of representation of technical women in management:** Select Yes, No, Unknown, or Decline to Respond for each option.

- Technical women at first-level managers | Technical women at senior-level managers

## INCLUSION

**63. (\*) Between Jan 1, 2022, and Dec 31, 2022, did your company collect anonymous feedback from employees (e.g., employee engagement survey, pulse survey, etc.) on their feelings of inclusion and/or belonging?**

- Yes | No | Unknown | Decline to Respond

**64. (\*) Between Jan 1, 2022, and Dec 31, 2022, which of the following statements best describes your efforts to educate your technical employees on diversity, equity, and inclusion (DEI)?**

- All technical employees received at least one mandatory formal DEI training (e.g., session, workshop, or e-learning course in which information is delivered in a systematic, intentional way) | At least one formal DEI training was made available to tech employees but was not mandatory | Tech employees received educational DEI materials (e.g., guidelines, literature, written policy, etc.) but not a formal training | We did not educate tech employees on DEI | Other (please describe) | Unknown | Decline to Respond
- *If All technical employees received at least one mandatory formal DEI training is not selected, skip to Q66.*

**65. If technical employees received at least one mandatory formal DEI training, list the titles of all trainings that were mandatory and given to all U.S. technical employees between Jan 1, 2022, and Dec 31, 2022.**

**66. (\*) Between Jan 1, 2022, and Dec 31, 2022, which of the following statements best describes your efforts to educate technical managers on inclusive management?**

- Tech managers received at least one mandatory formal inclusive management training (e.g., session, workshop, or e-learning course in which information is delivered in a systematic, intentional way) | At least one formal inclusive management training was made available to tech managers but was not mandatory | Tech managers received educational inclusive management materials (e.g., guidelines, literature, written policy, etc.) but not a formal training | We did not educate tech managers on inclusive management | Other (please describe) | Unknown | Decline to Respond

**67. (\*) Is it standard practice for your company to provide a non-binary/third gender option to employees when asking for their gender?**

- Yes | No | Unknown | Decline to Respond



# METRICS FOR SUBMISSION

**68. Which of the following methods does your company use to measure the outcome(s) of its DEI trainings:** Select Yes, No, Unknown, or Decline to Respond for each option or We do not offer formal diversity training & education for all options.

- Post-training measures of participation, attention and/or satisfaction levels | Employee post-training survey measuring individual feelings and/or perceptions of the outcomes of trainings (e.g., effectiveness, usefulness, increased knowledge, knowledge retention, skills, awareness, etc.) | Employee post-training survey to measure how well participants perform relevant realistic actions and decision making based on learnings from training | Measuring changes in an outcome related to the training (e.g., more women promoted, retained, and/or hired after the training than before, inclusion or psychological safety increases after trainings, etc.) | Other (please describe)

**69. (\*) Does your company provide the following supports/benefits to employees that participate in employee resource/affinity groups:** Select Yes, No, Unknown, or Decline to Respond for each option or We do not have employee resource/affinity groups for all options.

- Access to professional development opportunities | Compensation for group leaders | Input on organizational policies and programs | Networking with leaders in the company | Recognition of participation in performance review process

**70. When your company has programs/opportunities focused on women, is it standard practice to provide access to these programs/opportunities for other marginalized genders (i.e., non-binary employees, trans women, trans men)?**

- Yes | No | Unknown | Decline to Respond

## COMPANY LEADERSHIP

**71. (\*) Select the gender and race/ethnicity of the following leaders in your company:** If the role is currently vacant, select the gender and race of the last person in that role.

- CEO | CTO or highest-level technical officer

**72. (\*) What is the highest ranking paid full-time role in your company for an employee whose position is explicitly and primarily about diversity, equity, and/or inclusion (DEI)?** Note: a CHRO or Director of HR should not be counted as this person, as those jobs encompass more than DEI.

- C-suite – Chief Diversity Officer, Chief Inclusion Officer, etc. | Executive – Senior VP, Executive VP, VP, etc. | Director | Manager | Individual contributor | We do not have a full-time paid employee whose position is explicitly and primarily about DEI | Unknown | Decline to Respond



## STEP 5

Please confirm the following regarding the validation of your company's data:

- Our company has reviewed Step 5 and either had no issues flagged or resolved all flagged issues so that no flags remain. | Our company has reviewed all the validation flags on Step 5. Although some issues remain flagged, we can confirm that these issues have been reviewed and intend to leave the flagged issues as they are. | Other (please describe)

## STEP 6

# Finalize Submission

## SHARING BEST PRACTICES

Responses to this section are optional and your answers will not affect your score or eligibility for an award in any way.

73. AnitaB.org has multiple channels that allow companies to share DEI knowledge, learnings, and best practices with one another. If your company is interested in being considered as a speaker in one of these channels, please provide details on any specific practices, programs, or policies that your company has enacted to improve DEI for marginalized genders in tech.

74. Every year, AnitaB.org uses anonymized, aggregated data from all participating companies to publish the public Key Findings and Insights Report. We also include case studies spotlighting companies engaging in innovative best practices that focus on structural DEI change in organizations. If you would like to be considered for inclusion as a case study, please provide details on the specific best practice you would like to showcase. If chosen, we will work with your company on crafting the specific language to include in the public report.

## TOP COMPANIES EVALUATION

Your answers to the following evaluation questions will provide valuable information to help us improve Top Companies. Responses to the evaluation section are optional, and your answers will not affect your score or eligibility for an award in any way.

**75. Please indicate your level of agreement with the following statements regarding your company's experiences with the data collection process for Top Companies 2023 so that we may improve your experience in the future.**

- The data collection process was clear. | We gained insights into our company's diversity, equity, or inclusion during the data collection process. | The Top Companies team was helpful in guiding our company through the data collection process.



# METRICS FOR SUBMISSION

**76. Approximately how many total hours did it take for your company to complete this submission?**

**77. Are there any other metrics or data we do not currently collect that you would find useful?**

**78. If your company has participated in Top Companies before, did you enact any organizational changes or take action based on knowledge gained from participating in Top Companies?**

o Yes | No | First time participant | Unknown | Decline to Respond

**79. If yes, please describe what changes or action your company took in response to knowledge gained from participating in Top Companies.**

## ADDITIONAL INFORMATION

**80. Please include any additional information you would like to share with the Top Companies team.**

## CERTIFY & SUBMIT

**81. (+) You agree on behalf of your company to be bound by the Non-Disclosure Agreement for the Top Companies Program.**

**82. (+) I certify that the Executive Sponsor has reviewed our entry and the information above is correct to the best of our knowledge.**

**83. (+) As part of your submission, you will be asked to upload your finalized Top Companies 2023 Template.**

## Next Steps

- Use the link available in the [Top Companies Portal](#) to enter and upload your finalized data by May 31, 2023. Note: The data must be entered by the same person at your company using the same device. Progress will be saved as data is entered, but only on the device on which the submission was begun.
- Ensure that you receive an email confirmation that your submission was received. If you do not receive an email confirmation, contact [topcompanies@anitab.org](mailto:topcompanies@anitab.org).
- Following receipt of your submission, the Top Companies team will be validating your data and may reach out to you if they have any questions regarding your submission. Your Top Companies contacts will be notified by email when your submission has been validated and finalized.



# METRICS FOR SUBMISSION

## STEP 0

## Prior Year Representation Data

Companies that did not participate in Top Companies 2022 will need to complete Step 0. Companies that participated in 2022 will have prior year data on file and can skip Step 0.

Complete this table for questions 0.1-0.9. Each employee should be measured in one and only one category

Questions 0.1-0.9	Women	Men	Non-binary	Unspecified	Total
Total U.S. technical employees					

## CAREER LEVEL

**Between January 1, 2021, and December 31, 2021**

0.1. (\*) Total number of intern/co-op U.S. technical employees

**As of December 31, 2021**

0.2. (+\*) Total number of entry level U.S. technical employees

0.3. (+\*) Total number of mid-level U.S. technical employees

0.4. (+\*) Total number of senior level U.S. technical employees

0.5. (+\*) Total number of executive level U.S. technical employees

0.6. (+\*) Total number of U.S. technical employees at all levels (excluding interns)

## HIRING

**Between January 1, 2021, and December 31, 2021**

0.7. (+\*) Total number (excluding interns) of new U.S. technical employees who were external hires or who were internal non-tech employees hired into technical roles

## RETENTION

**Between January 1, 2021, and December 31, 2021**

0.8. (+\*) Total number (excluding interns) of U.S. technical employees who exited the company

## ADVANCEMENT

**Between January 1, 2021, and December 31, 2021**

0.9. (+\*) Total number (excluding interns) of U.S. technical employees who were promoted

## ADDITIONAL METRICS

**Between January 1, 2021, and December 31, 2021**

0.10. (+\*) Average number (excluding interns) of U.S. technical employees across all levels who are: Women, Men





# Definition of Technical Workforce

For Top Companies, we define the technical workforce as all technical occupations in computing and information technology that require deep technical specialization and knowledge, as well as managers, directors, and executives who oversee technical employees and the development and delivery of technical products. The workforce is defined by position, not department. Examples of these technical positions by broad organizational categories include:

## Category A: Engineering, Research & Development, and Technical Design

- Software engineers/developers/programmers/analysts/architects/QA and testing specialists
- Hardware engineers/hardware systems engineers
- Electronic engineers, telecommunication/component/computer network engineers/technicians
- Design and CAD engineers/technicians
- Scientists and researchers in technical science and engineering disciplines
- Technical product designers
- Human factors/HCI/user interface engineers and specialists
- Web analysts/search engine optimization professionals with technical specialization and coding expertise

## Category B: IT Engineering and Support

- IT engineers
- IT systems and data analysts
- Computer operations and security specialists
- IT engineer/support/desktop technicians
- Administrators/specialists/technicians of database/systems/network/web
- Content architects

## Category C: Technical Services, Technical Sales, Technical Support, and Technical Marketing

- Solutions architects and technology consultants
- Localization and search optimization engineers
- Technical sales engineers
- Technical support engineers/specialists/technicians
- Technical training and learning specialists
- Technical support specialists in call center
- Technical evangelists
- Technical product marketing professionals



# KEY WORKFORCE DEFINITIONS

## Category D: Technical Management and Technical Leadership

- Technical product managers
- Technical project and program managers
- Leaders in charge of managing technical employees, such as team leads, directors, general managers, senior directors, vice presidents, and executive vice presidents of engineering/IT/technology
- Leaders in charge of overseeing the delivery of technology products and processes, such as general managers or program managers of a software/hardware or IT product
- Individual contributors whose primary task is leading innovation and technical projects and products, such as principal/distinguished engineers, fellows, and architects

## Exclusions: The technical workforce does not include

- Technical writers
- Scientific positions that are not related to computing or information technology
- Any positions that do not require deep tech knowledge or the management of technical products or technical staff

## Definition of Career Levels

Top Companies requires representation data at five career levels, determined in accordance with your company structure. These levels are mutually exclusive; no individual employee can be counted in more than one level. All employees included in any career level must meet the standard definitions of technologist provide on page 4 of this document.

### Executive-level technical managers and contributors

This level includes technical executives with responsibility for companywide technology strategy or expertise and/or high-level functional responsibility for a technical product, as well as executive level individual contributors. Note that technical executives may reside outside of the “technical career path” or R&D/engineering function but must manage technical employees and the delivery of technical products, lead technical development, project teams, divisions, and organizations within a company, and/or have deep technical knowledge/specialization.

### Senior-level technical managers and contributors

This level includes employees who have achieved deep technical expertise and experience, and who occupy senior management positions with significant functional responsibilities pertaining to technical projects, as well as senior individual contributors. Note that technical senior-level managers may reside outside of the “technical career path” or R&D/engineering function but must manage technical employees and the delivery of technical products, lead technical development, project teams, divisions, and organizations within a company, and/or have deep technical knowledge/specialization.

# KEY WORKFORCE DEFINITIONS

## Mid-level technical managers and contributors

This level includes employees who are considered “professionals” with established technical expertise. They contribute either as individual contributors, or as team leaders or middle managers. Again, these positions may be found outside of the R&D/engineering function but are technical occupations and/or require deep technical specialization/knowledge.

## Entry-level technical contributors

This level includes employees who are first-level contributors in technical positions. Entry-level contributors usually have no supervisory responsibility and fewer years of experience. Their work involves assisting the work of others as well as developing individual skills. Again, these positions may be found outside of the R&D/Engineering function but are technical occupations and/or require deep technical specialization/knowledge.

## Internship or co-op technical contributors

This level includes employees who are trainee contributors in technical positions. Trainee contributors have no supervisory responsibility and are usually gaining work experience and learning through their experience. Their work involves assisting the work of others as well as developing individual skills. Again, these positions may be found outside of the R&D/engineering function but are technical occupations and/or require deep technical specialization/knowledge. Trainees must receive either financial compensation or course credit for their work to be included in this career level.

