



Top Companies for Women Technologists



2021 Submission Guidelines & Questions



Updated: January 8, 2021

Introduction

Top Companies for Women Technologists is a national program from AnitaB.org that identifies key trends around the equity of women technologists 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 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 2021 submission. Additional details will be emailed to AnitaB.org Partners on Feb 1st, and to non-Partners upon purchase of Top Companies.

1

AnitaB.org Corporate Partners receive Top Companies as a benefit of their Partnership. Non-Partners should purchase Top Companies 2021 through the [E-Commerce](#) site.

2

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

3

Review your finalized submission Data Template with your executive sponsor.

4

Finalize and upload your Top Companies Data Template via the [Top Companies Portal](#) between February 1, 2021, and April 30, 2021.

Resources & Support

If you have any questions, we encourage you to contact our Top Companies team at topcompanies@anitab.org or to review these helpful links.

[Frequently Asked Questions](#)

[Methodology & Scoring](#)

[2020 Key Insights & Findings Report](#)

[Benefits & Costs of Participation](#)

[Security & Confidentiality](#)

[2021 Timeline](#)

Program Details

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 employees at the entry and mid-career levels (of any gender) 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

In an effort to encourage transparency and accountability, 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. Occasionally, 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 questions, your organization may not be considered for an award. 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 WORK

Data submitted should reflect numbers only for technical employees based in the U.S., regardless of where your company is headquartered. Data should not include temporary staff members, 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 year. Prior year data is pre-populated for companies that participated in 2020. New participants will also need to collect prior year representation data.

PRIOR YEAR April 1, 2019 - March 31, 2020

CURRENT YEAR January 1, 2020 - December 31, 2020

Key Workforce Definitions

DEFINITION OF TECHNICAL WORKFORCE

For the purpose of 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 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
- Database/systems/network/web administrators/specialists/technicians
- 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

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

Note that 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

The application form requires representation 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.

Executive-level technical managers and contributors

This band 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 band 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.

Mid-level technical managers and contributors

This band 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 band comprises first-level contributors in technical positions, as defined above. 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 band comprises trainee contributors in technical positions, as defined above. 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 in order to be included in the count.

Metrics for Submission

PRIOR YEAR DATA

Companies that did not participate in Top Companies 2020 will need to complete Step 0: Prior Year Data at the end of the instructions. Companies that participated in 2020 will have prior year data on file and can skip to Step 1.

STEP 1

CURRENT YEAR DATA

Representation

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 Unspecified 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.

CAREER LEVEL

Complete this table for questions 1-10.

Questions 1-10	# Women	# Men	# Non-binary	# Unspecified
Multiracial				
African American / Black				
Asian / Asian American				
Hispanic / Latinx				
Native American / Alaska Native / First Nations				
Pacific Islander / Native Hawaiian				
White				
Unspecified				

Between January 1, 2020, and December 31, 2020

1. *Total number of intern/co-op U.S. technical employees

As of December 31, 2020

2. +*Total number of entry level U.S. technical employees
3. +*Total number of mid-level U.S. technical employees
4. +*Total number of senior level U.S. technical employees
5. +*Total number of executive level U.S. technical employees

STEP 2

HIRING

Between January 1, 2020, and December 31, 2020

6. +*Total number (excluding interns) of new U.S. technical employees hired

RETENTION

Between January 1, 2020, and December 31, 2020

7. +*Total number (excluding interns) of U.S. technical employees who left the company

ADVANCEMENT

Between January 1, 2020, and December 31, 2020

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

BOARD DIVERSITY

As of December 31, 2020

9. *Total number of individuals on your company's Board of Directors

ADDITIONAL METRICS

As of December 31, 2020

10. +*Total number (excluding interns) of technical and non-technical U.S. employees
11. Total number (excluding interns) of global technical employees, including U.S. employees, who are: Women, Men, Non-binary, Unspecified

Between January 1, 2020, and December 31, 2020

12. +*Average[\$] number (excluding interns) of U.S. technical employees across all levels who are men
13. +*Average number (excluding interns) of U.S. technical employees across all levels who are women
14. +*Average number (excluding interns) of U.S. technical employees across all levels who are non-binary

STEP 3

Policies & Programs

Part of the Top Companies score is based on answers to the Policies and Programs section. You will be unable to receive bonus points for any questions marked “unknown” or “decline to respond.” Companies that disclose all the information requested will receive an additional Transparency point. 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, 2020.

CAREGIVING

15. *How many weeks of full paid leave does your company offer parents who give birth?
 - Number of weeks for medical leave (i.e. short-term disability)
 - Number of weeks for parental bonding leave

16. *How many weeks of full paid leave does your company offer non-birth parents?
 - Number of weeks for parental bonding leave

17. *Indicate the number of weeks of full paid caregiver leave offered for each of the following types:
 - Adoption | Surrogacy | Foster care | Family care (for relatives and loved ones with a serious medical need) | Personal medical leave for a serious illness

18. Does your company track the usage of parental leave by gender?
 - Yes | No | Unknown | Decline to Respond
 - *If No, Unknown, or Decline to Respond is selected, skip to Q20*

19. If yes, between Jan 1, 2020, and Dec 31, 2020, provide the following information for technical employees:

	What percentage utilized 100% of available paid parental bonding leave or adoption leave?	What percentage utilized some available paid parental bonding leave or adoption leave but less than 100%
Women		
Men		
Non-binary		

20. Between Jan 1, 2020, and Dec 31, 2020, 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?

- o Yes | No | We do not have paid caregiver leave | Unknown | Decline to Respond

21. Does your company provide the following types of child care assistance to employees? Some of these types might have been temporarily impacted by COVID-19. Select "Yes" for the type if your company currently provides the assistance or if it provided it as of March 1, 2020, and will resume providing this assistance when it next becomes available. (Select Yes or No for each type.)

- o On-site child care center | Child care subsidy | Child care center discount | Dependent care assistance programs (DCAPS) | Backup child care | Other (please describe) | We do not offer child care assistance | Unknown | Decline to Respond

FLEXIBLE WORK

22. *Does your company have a formal company policy allowing flexible work schedules for technical employees?

- o Yes | No | Unknown | Decline to Respond
- o *If No, Unknown, or Decline to Respond is selected, skip to Q26*

23. If yes, select the appropriate response for each type of flexible work schedule permitted by your company's policy. Response options for each type: Policy in place before the outbreak of COVID-19, Temporary policy enacted in response to COVID-19, Permanent policy enacted in response to COVID-19, This type of flexible work schedule is not permitted by our policy, Unknown, Decline to Respond

- Working remotely/ telecommuting the entire work week | Working remotely/ telecommuting part of the work week | Working flexible hours during the day (ex: earlier or later start time, providing time throughout the day for caregiving or child education) | Working a flexible schedule/compressed workweek (ex: four 10-hour days) | Other type(s) of flexible work allowed by policy (please describe)

24. If yes, does your company track the usage of flex work opportunities by gender?

- Yes | No | Unknown | Decline to Respond

25. If yes, does your company promote flexible working opportunities in technical job descriptions?

- Yes | No | Unknown | Decline to Respond

26. Does your company have a civic leave policy for technical employees allowing for employees to take a temporary leave of absence to serve a short-term appointment in a public service agency?

- Yes | No | Unknown | Decline to Respond

ACCOUNTABILITY

27. *Does your company have a formal policy that aims to eliminate gender and/or racial bias in performance reviews?

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

28. *How often does your company's executive team review workforce diversity data?

- At least once per month | At least once per quarter | At least once per year | Less frequently than once per year | Executive team does not regularly review workforce diversity data | Unknown | Decline to Respond

29. Does your company's diversity data include intersectional gender and race data[§] as a standard metric that is regularly reviewed?

- Yes | No | We do not regularly review diversity data | Unknown | Decline to Respond

30. Does your company track 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

TRANSPARENCY

31. *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 is selected, skip to Q34*

32. If yes, does your company share the following types of data publicly for its technical workforce? (Select Yes or No for each type.)

- Gender | Race/ethnicity | Intersectional gender and race | Unknown | Decline to Respond

33. If yes, does your company share diversity data publicly for the following career levels? (Select Yes or No for each career level.)

- Intern | Entry | Mid | Senior | Executive | We do not share career level diversity data publicly for our technical workforce | Unknown | Decline to Respond

34. *Between Jan 1, 2020, and Dec 31, 2020, did your company make its EEO-1 Report public (Employer Information Report EEO-1, filed with the EEOC Office of Enterprise Data and Analytics' Employer Data Team)?

- o Yes | No | Unknown | Decline to Respond

HIRING

35. Does your company have a formal policy that aims to eliminate gender and/or racial bias in hiring?

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

36. Between Jan 1, 2020, and Dec 31, 2020, did your company engage in the following practices to increase the technical talent pool? (Select Yes or No for each practice.)

- o Recruiting[§] from Historically Black College and Universities (HBCUs) | Recruiting from Minority Serving Institutions (MSIs) | Recruiting from Community Colleges | Recruiting from bootcamps or other certification programs | Recruiting non-technologist new hires to train to be technologists (apprenticeship) | Reskilling programs to train current non-technical employees to be technologists | Unknown | Decline to Respond

37. Between Jan 1, 2020, and Dec 31, 2020, select the statement that best describes your company's efforts to educate hiring managers on unbiasing the hiring process.

- o Hiring managers received a mandatory formal training (session, workshop, or e-learning course in which information is delivered in a systematic, intentional way) on unbiasing the hiring process | A formal training on unbiasing the hiring process was made available to hiring managers but was not mandatory | Hiring managers received educational materials on unbiasing the hiring process (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

38. Does your company engage in the following practices to decrease bias in hiring? (Select Yes or No for each practice.)

- Gender neutral language in job descriptions | Rubric for assessing candidates | Structured, behavior-based interview questions | Blinding name of candidates when assessing applications | Blinding gender of candidates when assessing applications | Blinding school of candidates when assessing applications | Required diverse slate of candidates for interviews | Required diverse interview panels | Other (please describe) | Unknown | Decline to Respond

39. Does your company set hiring targets for the following groups? (Select Yes or No for each option.)

- Women | Black, African American, Latinx, Hispanic, Native American, Alaskan Native, First Nations, Pacific Islander, or Native Hawaiian (BLNP) women | BLNP men | Our company does not set hiring targets | Unknown | Decline to Respond

PAY EQUITY

40. *Does your company have an official company policy that requires pay equity by gender and/or race for similar jobs?

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

41. *How often does your company conduct a pay equity audit to determine areas and occupations where pay inequities exist?

- Quarterly | Biannually | Annually | Every 2 years | Every 3 or more years | We do not perform routine audits | Unknown | Decline to Respond

42. *When conducting a pay equity audit, does your company analyze the following dimensions for potential pay inequities? (Select Yes or No for each option.)

- Between gender – differences in compensation of women and men | 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 | Our company does not perform routine pay equity audits | Unknown | Decline to Respond

43. Does your company engage in the following pay transparency practices? (Select Yes or No for each practice.)

- Exact compensation information made public | Exact compensation information available internally | Compensation ranges/grades for each position type made public | Compensation ranges/grades for each position type available internally | Other type of pay transparency (please describe) | Unknown | Decline to Respond

44. 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

45. Does your company allow salary negotiations for technical new hires?

- Yes | No | Unknown | Decline to Respond

46. Does your company factor higher education degree(s) held by the technical employee into compensation?

- Yes | No | Unknown | Decline to Respond

47. Does your company factor location of its U.S technical employees into compensation?

- Yes | No | Unknown | Decline to Respond

STEP 4

LEADERSHIP DEVELOPMENT

48. *Between Jan 1, 2020, and Dec 31, 2020, did your company offer formal leadership development program(s) for women?

- Yes | No | Unknown | Decline to Respond

49. Does your company set targets for the following types of representation of technical women in management? (Select Yes or No for each option.)

- Technical women at first-level managers | Technical women at senior-level managers | We do not set gender representation targets for management | Unknown | Decline to Respond

INCLUSION

50. Between Jan 1, 2020, and Dec 31, 2020, did your company collect anonymous feedback from employees (employee engagement survey, pulse survey, etc) on their feelings of inclusion and/or belonging?

- Yes | No | Unknown | Decline to Respond

51. *Between Jan 1, 2020, and Dec 31, 2020, did your company make the following types of formal diversity trainings or education available to its employees? (Select Yes or No for each option.)

- Ally training | Antiracism | Creating psychologically safe teams | Emotional intelligence | Examining masculinity | Examining whiteness | Inclusive management | Interrupting bias / bystander intervention | Unbiasing the performance management process | Unbiasing the recruitment process | Understanding intersectionality | Understanding unconscious bias | Other (please describe) | We do not offer formal diversity training & education | Unknown | Decline to Respond

52. *Does your company provide the following supports/benefits to employees that participate in employee resource/affinity groups? (Select Yes or No for each option.)

- Access to funding opportunities | Access to mentoring opportunities | Access to professional development opportunities | Access to sponsorship opportunities | Affinity networking | Compensation for group leaders | Input on organizational policies and programs | Networking with leaders in the company | Recognition of participation in performance review process | We do not have employee resource/affinity groups | Unknown | Decline to Respond

CAREER SPONSORSHIP

53. *Sponsors are senior level staff members who invest in a protégé's success by connecting them with career opportunities and visibly championing them within the company. Does your company have a formal career sponsorship program for technical employees who are women?

- Yes | No | Unknown | Decline to Respond
- *If No, Unknown, or Decline to Respond is selected, skip to Q55*

54. If yes, is this program available for the following career level(s)? (Select Yes or No for each option.)

- Intern | Entry | Mid | Senior | Exec | Unknown | Decline to Respond

VENTURE CAPITAL

55. *Does your company provide Venture Capital Funding?

- Yes | No | Unknown | Decline to Respond
- *If No, Unknown, or Decline to Respond is selected, skip to Q58*

56. If yes, does your company collect data on the percentage of venture capital funding that is given by gender?

- Yes | No | Unknown | Decline to Respond

57. If yes, does your company set funding targets for the following groups? (Select Yes or No for each option).

- Women founders or women-led companies | BLNP women founders or BLNP women-led companies | We do not set funding targets by gender | Unknown | Decline to Respond

COMPANY LEADERSHIP

58. *Select the gender of your company's current CEO. If no current CEO, select the gender of its last CEO.

- Woman | Man | Non-binary | Unspecified | Decline to Respond

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

- C-suite – Chief Diversity Officer, Chief Inclusion Officer, etc. | Executive – Senior VP, Executive VP, VP, etc. | Director | Manager | Individual Contributor | We do not have an employee whose position is explicitly and primarily about diversity, equity, and/or inclusion | Unknown | Decline to Respond

STEP 5

Finalize Submission

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.

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

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

62. 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?

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

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

CERTIFY & SUBMIT

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

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

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

**COMPANIES MAY UPLOAD THEIR FINALIZED DATA TEMPLATE
BETWEEN FEBRUARY 1, 2021, AND APRIL 30, 2021.**

STEP 0

Prior Year Data

For companies that did not participate in 2020.

Complete this table for questions 1-8.

Questions 1-8	# Women	# Men	# Non-binary	# Unspecified
Total U.S. technical employees				

REPRESENTATION BY CAREER LEVEL

Between April 1, 2019, and March 31, 2020

1. Total number of intern/co-op U.S. technical employees

As of March 31, 2020

2. +*Total number of entry level U.S. technical employees
3. +*Total number of mid-level U.S. technical employees
4. +*Total number of senior level U.S. technical employees
5. +*Total number of executive level U.S. technical employees

HIRING

Between April 1, 2019, and March 31, 2020

6. +*Total number (excluding interns) of new U.S. technical employees hired

RETENTION

Between April 1, 2019, and March 31, 2020

7. +*Total number (excluding interns) of U.S. technical employees who left the company

ADVANCEMENT

Between April 1, 2019, and March 31, 2020

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

ADDITIONAL METRICS

Between April 1, 2019, and March 31, 2020

9. +*Average[\$] number (excluding interns) of U.S. technical employees across all levels who are men
10. +*Average number (excluding interns) of U.S. technical employees across all levels who are women

POLICIES & PROGRAMS

As of March 31, 2020

11. *Has your company ever had a woman CEO?
 - o Yes | No | Unknown | Decline to Respond

12. *How many of the founders of your company were women or non-binary?
 - o None of the founders were women or non-binary | Less than half the founders were women or non-binary | Half the founders were women or non-binary | More than half the founders were women or non-binary | All the founders were women or non-binary | Unknown | Decline to Respond