The Job Quality Toolkit provides practical guidance on eight key drivers that turn a routine occupation into a high-quality job—one where your employees feel respected, valued, and important to your company’s success. The toolkit is released by the U.S. Department of Commerce’s Small Business Administration’s Manufacturing Extension Program (MEP).

### Key Drivers of The Job Quality Toolkit

1. **Recruitment & Hiring**
   - Requires a focus on attracting and recruiting employees. Employers should use targeted advertising and networking to find the best candidates. Provide a clear path for entry-level positions and opportunities for advancement.

2. **Skills & Career Advancement**
   - Requires a focus on upskilling and reskilling current employees. Employers should provide training programs and mentorships to help workers develop new skills.

3. **Pay & Benefits**
   - Requires a focus on fair compensation and benefits. Employers should offer competitive salaries and benefits packages that align with industry standards.

4. **Inclusion, Equity, Diversity & Accessibility (DEIA)**
   - Requires a focus on creating an inclusive workplace. Employers should promote diversity and inclusion through hiring practices, employee training, and company culture.

5. **Empowerment & Representation**
   - Requires a focus on empowering workers. Employers should give employees a voice in decision-making and provide opportunities for professional growth.

6. **Diversity, Equity, Inclusion, & Accessibility (DEIA)**
   - Requires a focus on creating an inclusive workplace. Employers should promote diversity and inclusion through hiring practices, employee training, and company culture.

7. **Organizational Culture**
   - Requires a focus on creating a positive work environment. Employers should foster a culture of respect, teamwork, and open communication.

8. **Job Security & Working Conditions**
   - Requires a focus on ensuring a safe and healthy workplace. Employers should provide adequate and predictable hours and a safe work environment.

For more information or to access the toolkit, visit [www.nist.gov/mep/centers](http://www.nist.gov/mep/centers).