

Dynamic Groups: *Logic Sheet*

Define specific needs for your organization and who needs to be included in the dynamic group.

Decide it: What are you looking for? Who do you need included?

<p>Inclusion Rule (Who are also in)</p> <p>Add people who meet all of your chosen conditions:</p>	<p>OR</p>	<p>Exclusion Rule (Who are not in)</p> <p>Remove people who meet certain conditions:</p>
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Rule it: Under each header, fill in the blanks with the rule:

<p>Inclusion Rule</p> <p>I want to include everyone who is in: Ex: Worksite B AND Dept. XY</p>	<p>Exclusion Rule</p> <p>I want to remove everyone who is in: Ex: Pay Type NOT Job Title</p>
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Test it:

- ☐ Does it give me only the people I want?
- ☐ Have I excluded anyone who should be included?
- ☐ Do I need both inclusion and exclusion rules to fine tune my results?