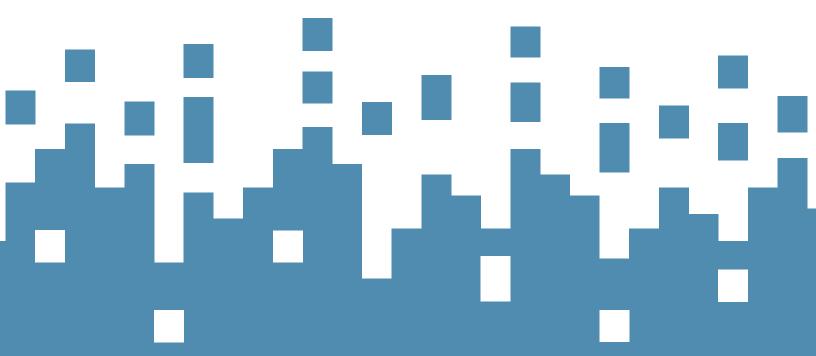
# Diversity & Inclusion Self-Assessment

The Diversity & Inclusion Self-Assessment is adapted with permission from the National Alliance of Mental Health (NAMI) Leadership Institute Self-Assessment Worksheet by the NACE Diversity, Equity, & Inclusion Committee.

Updated August 2022





Plan to Plan Benchmarks

### **Diversity & Inclusion**

Inclusion is a core value for the National Association of Colleges and Employers (NACE), which fosters and supports individual and organizational diversity and inclusion in all facets of the association. NACE embraces and derives value from the variety of views that diverse organizations and individuals bring to a task at hand, and creates a supportive learning environment to foster open communication of diverse perspectives and realities.

Where Are We Now?

Place an "x" in the box to indicate your progress in reaching the goal.

#### **Reaching Your Destination Benchmarks Benchmarks** Do we: Have we: We have: ☐ have an official definition and shared ☐ recruited and/or hired individuals ☐ a diverse work force that understanding of diversity, inclusion, from diverse backgrounds (race/ reflects the demographics of the and cultural competence? ethnicity, disability, sexual orientation, geographical area. and so forth) whose knowledge and □ compliance by staff/employees for ☐ have a diversity, inclusion, and values promote diversity and inclusion nondiscrimination policy? our diversity/inclusion policies and in the workplace? procedures. ☐ have a diversity/inclusion individual ☐ created a diversity/inclusion or committee responsible for ☐ created and are implementing a advisory committee that reports ensuring the organization is reaching diversity/inclusion plan with clear directly to the organization's out to diverse communities? goals and benchmarks. management/administration (Example: Two-year attrition data ☐ make diversity and inclusion a core □ established diversity/inclusion by demographic.) value and goal for our organization policies and procedures that include that are tied to the business objectives ☐ funded our diversity/inclusion expected behaviors? and strategic goals? efforts (e.g., have a staff person responsible for coordinating this ☐ included diversity/inclusion goals and ☐ conduct at least one diversity and deliverables in our strategic plan? area, have funded community specific inclusion training session annually (Example: Require all hiring managers outreach programs, and so forth). for staff/employees? (When possible, to undergo diversity hiring training.) $\ \square$ adapted programs and activities to assess attendees to uncover if learning objectives have been met.) $\square$ spent time and energy to learn reflect cultural differences. about the qualities and attributes □ provided accessibility for of the various groups in our non-English speakers and individuals organization? with disabilities. ☐ implemented specific programs and outreach initiatives that target diverse employees for our organization? □ started collecting demographic data of our staff/employees (age, sex, race/ethnicity, and so forth)? ☐ implemented a company-wide climate assessment to understand the employee experience and gauge employees' sense of belonging?



### **Evidence of Milestone Achievement**

C	ommitment to Diversity/Inclusion
	Our diversity, inclusion, and nondiscrimination policy is prominently posted on our website and other public places.
	Our managers/administrators can easily describe why diversity and inclusion are important for our organization.
	We have established protocol and documentation of diversity of participants/members of steering committees, board of directors, and other such guiding bodies within the organization.
	Our strategic plan features diversity/inclusion components, including specific goals and objectives.
	We can easily describe the cultural differences, norms, and values of diverse communities in our area.
	Our leadership/managers/administrators are able to articulate the strengths and weaknesses identified in the organization's diversity/inclusion assessment of policies and practices.
In	stitutional Practices for Hiring & Employment
	All our staff/employees are aware of our diversity, inclusion, and nondiscrimination policy and their expected behavior.
	Our staff/employees have participated in at least one diversity/inclusion training in the past 12 months.
	Our diversity/inclusion policies and procedures are documented, and our staff/employees abide by them.
	Job descriptions include diversity and inclusion statements.
	Interview questions are designed to measure diversity and cultural competence.
	We have increased our percentage of diverse employee hires over the same period last year. (Evaluate annually)
	Our diverse employee hires are engaged in our organization, as evidenced by formal engagement surveys, employee retention, and/or performance evaluations of these employees.
	We have materials available in accessible formats for non-English speakers and individuals with disabilities.
C	ommittee/Staff Structure & Outcomes
	Our diversity/inclusion committee meets on a regular basis (e.g., bimonthly, quarterly).
	We can provide staff/employee data that includes demographic information, including race/ethnicity.
	We have staff assigned to implement our diversity and inclusion/outreach initiative.
	We have at least one staff member responsible for coordinating diversity/inclusion outreach and helping all staff to embed diversity/inclusion throughout the organization.

Total Checkmarks: \_\_\_

and/or activities.



□ Our diversity/inclusion committee has provided input and guidance on cultural adaptations of existing programs

## Diversity and Inclusion: Planning & Progress Sheet

Identified Goals	Action Steps	Priority	Who Is Responsible	Target Start Date	Target Completion Date	Status
	1. 2. 3. 4.	☐ High☐ Moderate☐ Low				
	1. 2. 3. 4.	☐ High☐ Moderate☐ Low				
	1. 2. 3. 4.	☐ High☐ Moderate☐ Low				
	1. 2. 3. 4.	☐ High☐ Moderate☐ Low				
	1. 2. 3. 4.	☐ High☐ Moderate☐ Low				
	1. 2. 3. 4.	☐ High☐ Moderate☐ Low				
	1. 2. 3. 4.	☐ High☐ Moderate☐ Low				
	1. 2. 3. 4.	☐ High☐ Moderate☐ Low				

