

WORK THAT Works

with Charlene Theodore

A CHECKLIST FOR ASSESSING THE STRENGTH OF YOUR WORKPLACE DIVERSITY AND INCLUSION STRATEGIES

In Episode 4 of the *Work that Works* podcast, we learn that an honest assessment of a workplace's diversity and inclusion strategy means taking a hard look at its various elements and strengthening the areas where it may fall short. Use the following checklist to help identify any weaknesses in your strategy and to begin naming your next steps in becoming a more diverse and inclusive workplace.

LEADERSHIP	<ul style="list-style-type: none"><input type="checkbox"/> Does your workplace have a plan for diversity and inclusion?<input type="checkbox"/> Do you support the diversity and inclusion plan?<input type="checkbox"/> Is the diversity and inclusion plan incorporated into the workplace's strategic goals?<input type="checkbox"/> Do you champion your workplace's diversion and inclusion strategy? <p><i>(Tip: Ask yourself how well you know the strategy? Can you talk about it? Are you proud of it? Could you defend it to an outside group?)</i></p>
PERFORMANCE ISSUES	<ul style="list-style-type: none"><input type="checkbox"/> How are issues resolved in your workplace?<input type="checkbox"/> Are there clear policies and procedures to support diversity and inclusion?<input type="checkbox"/> Is everyone in the workplace familiar with the policies and procedures?<input type="checkbox"/> Are the policies and procedures fairly applied across the workplace?<input type="checkbox"/> Are there culturally appropriate structures in place to receive continual, honest feedback?
RETENTION	<ul style="list-style-type: none"><input type="checkbox"/> Are you actively supporting and engaging your employees to grow in their roles?<input type="checkbox"/> Are you building a culture of trust among all employees?<input type="checkbox"/> Are there avenues of feedback employees can provide about why they choose to stay with the organization?<input type="checkbox"/> Are there post-exit interviews to help identify causes of turn over? Is this information incorporated into your retention strategic plan?<input type="checkbox"/> Does your workplace have clear benchmarks which measure managers' success in developing employees?<input type="checkbox"/> Do employees have a sense of pride in the workplace? Do they take ownership of their work?<input type="checkbox"/> Does your workplace support diversity affinity groups?<input type="checkbox"/> Does your workplace have a diversity alumni network?

TRANSPARENCY OF EXPERIENCE	<input type="checkbox"/> Is everyone aware of the workplace's diversity and inclusion plan and its goals? <input type="checkbox"/> Are there clear ways to provide and receive feedback on the plan?
ENGAGEMENT OR SATISFACTION	<p>Rate your workplace in the following areas (on a scale of 1-10, 1 meaning "needs improvement" and 10 meaning "excellent")</p> <p>Fosters and provides opportunities for personal growth <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10</p> <p>Nurturing and supporting horizontal relationships <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10</p> <p>Nurturing and supporting vertical relationships <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10</p> <p>Actively providing employee recognition and feedback <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10</p> <p>Encouraging and supporting ambassadorship <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10</p> <p>Opportunities exist to hear and support the lived experience of everyone in the workplace <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10</p>
HIRING PRACTICES	<input type="checkbox"/> Do you have any affirmative way to control bias, screen resumes, etc.? <input type="checkbox"/> Is your workplace engaged in a variety of different job fairs and/or posting vacancies with diverse industry publications? <input type="checkbox"/> Does your workplace have a strategic interview and hiring process, taking into account different interview tactics? <input type="checkbox"/> Does your workplace receive feedback from all candidates (successful and unsuccessful) about the interview process and experience?

Next Steps:

Once identifying and reflecting on some of these potential issue areas, you can move onto setting out a strategic plan which encapsulates:

- Solutions to rectifying those shortfalls;
- How to build buy-in for your new strategy;
- How to empower middle management to adapt and implement the strategy; and
- How to set up checks to see / evaluate that your strategic plan is being implemented properly and working.