

## Diversity & Inclusion Business Assessment

As a small business owner, you have a great deal of control over the diversity and inclusion within your organization. Diversity and Inclusion show up throughout the employee life cycle and even begins before hiring with the candidate experience.

Use this assessment to evaluate the current state of your business in the areas of core values/culture, talent acquisition, employee engagement and development, leadership, and policies and administration. Mark an X to give your organization a rating in each area. Then select your top priorities and get to work on your action plan!



### Core Values / Culture

Area of focus	Not yet started	Needs improvement	Doing alright	Doing great
We have a clearly defined set of core values or expected workplace behaviors that emphasize inclusivity.				
We talk about inclusion and emphasize the value of all employees from the hiring and beyond.				
Our culture creates a sense of common purpose and belonging for all employees.				
We actively coach our employees to be welcoming toward new hires.				
We have a work culture where employees are empowered to make suggestions, share business ideas, or discuss tough issues in the open.				
We approach diversity and inclusion as ongoing priorities in our work culture, not as one-time events.				
We have a culture that allows individuals to be themselves at work and also encourages the respect of others.				

## Talent Acquisition

Area of focus	Not yet started	Needs improvement	Doing alright	Doing great
Our job descriptions and postings focus on the skills and outlook needed and work to be done, instead of personality.				
Our job postings do not list too many specific requirements (which can discourage applicants from different backgrounds).				
We have reasonable job requirements that encourage even applicants with less education or experience, who may be highly capable.				
We source applicants from varied sources. (Sourcing applicants from the same places over and over again may result in a homogeneous candidate pool.)				
We use a structured interview process and documentation to ensure applicants have fair and consistent experiences.				
If using “culture fit” as part of the criteria for hiring, we have ensured there is a clear definition in order to avoid discrimination.				
We have trained our hiring managers to utilize behavioral interviewing techniques to ensure we select the best talent with the relevant work experience and skills. (This training is available to ProService clients.)				

## Talent Engagement and Development

Area of focus	Not yet started	Needs improvement	Doing alright	Doing great
We offer career development opportunities to all employees equally regardless of superficial factors such as age, race, background, gender, sexual orientation, national origin.				
We have educated employees to help ensure an inclusive workplace. (Check out the Diversity & Inclusion courses from ProService.) [link here]				
We offer employees a forum or clear process to share ideas, suggestions, and concerns or to resolve conflicts.				
We offer employees a way to share anonymous concerns.				
We provide training opportunities for all employees to help increase self-awareness and empathy. (ProService suggests DiSC and emotional intelligence courses.)				
We give opportunities to all employees to participate in interesting projects or apply for roles of interest.				
We have created an inclusive process to recognize employee potential that is based on a variety of competencies.				
We have reward and recognition programs based on performance and criteria, not popularity, personality, or favoritism.				
We host company-sponsored events both inside and outside of work hours to allow all employees to participate, regardless of their commitments outside of work.				
We have employee groups, clubs, or activities to encourage connectivity amongst employees.				

## Leadership

Area of focus	Not yet started	Needs improvement	Doing alright	Doing great
We have a diverse executive team that represents a variety of perspectives and backgrounds. Consider factors such as gender, race, age, sexual orientation, and work experience.				
We have promoted internal candidates from diverse backgrounds.				
We have given all employees the opportunity to succeed by providing training, coaching, and the tools necessary to perform.				
Our leaders provide employee coaching and one-on-one time to all employees, regardless of superficial factors such as age, gender, or race.				
We have provided leadership development courses to encourage self-awareness and understanding. (ProService suggested courses such as DiSC or emotional intelligence.)				

## Employee Policies and Administration

Area of focus	Not yet started	Needs improvement	Doing alright	Doing great
We have a written policy on anti-discrimination in the workplace.				
We offer a PTO policy with some flexible options for employees to take time off for holidays that are important in their culture, religion, or family.				
We offer flexible scheduling or remote working (within the limits of our business model) to allow us to hire employees from diverse backgrounds and locations.				
We offer transportation assistance to better support employees from varied socioeconomic backgrounds.				
We provide technology and training to ensure all employees (onsite and remote) have the necessary equipment and support to perform their jobs, regardless of previous experience with technology.				
We have fair compensation practices to ensure employees receive fair compensation based on experience, education, and performance. (And avoid compensating on likeability, popularity, or favoritism.)				

### Next Steps:

Now that you have assessed your organization in its current state, take a look at the areas most in need of improvement. Consider **where you can make a difference quickly** or **what areas require attention and will make the most impact**. Think about how you might gather employee feedback and suggestions. Begin with your leadership team to ensure they are aligned with your priorities and understand how these activities can share your organizational culture and success. **Select the top two or three areas where you want to get started, then work with your leadership team to build an action plan.**