

FROM INTENTION TO ACTION

Building Diverse, Inclusive Teams in Education
to Deepen Impact



Organizational Audit Checklist: Diversity

LEADERSHIP

	Yes	No	Sometimes	Comments
Our organization has...				
Strategic Vision				
There is a senior management commitment in the organization to diversity and inclusiveness in the form of written policy				
There is a board member commitment to diversity and inclusiveness in the form of a written policy				
Senior-level executives are obvious sponsors of diversity policies				
Accountability				
All management levels are held accountable for implementing diversity and inclusion practices				
Bonuses are tied to diversity targets and metrics				
Our organization has completed a diversity audit across all departments within the organization				
Our organization regularly tracks % by gender, age, ethnic, racial and cultural minorities, LGBT, disabilities				
Our organization also tracks the above % across levels of the organization (entry level, management level, executive, and total workforce)				

TALENT MANAGEMENT

	Yes	No	Sometimes	Comments
Does your organization.../Our organization has...				
Recruitment and Selection				
Monitor diversity of candidate pools against overall pool of candidates				
Have specific targets to achieve representation in the overall pool				
Have specific targets to achieve representation in the finalist pools				
Mention diversity as a commitment in printed HR marketing materials				
Mention diversity on career portal on Web site				
Include diversity in recruitment events and strategy decisions				

TALENT MANAGEMENT (CONTINUED)

	Yes	No	Sometimes	Comments
Have recruiters attend affinity group conferences and sessions				
Have recruiters reach out to affinity group offices to introduce organization and inquire about opportunities to collaborate or access group members				
Advertise in publications that specifically reach out to diverse groups of candidates				
Construct job descriptions from varied expertise				
Include a diverse panel of interviewers in search process				
Target how many diverse candidates will be invited to interviews				
Advertising/posting encourages candidates from diverse backgrounds to apply via advertising/posting				
Monitor the proportional representation of diverse groups throughout the hiring process				
Use standardized set of questions for initial selection				
Conduct diversity training for recruitment staff				
Conduct interview training for staff members				
Brief recruitment/placement agencies on diversity and require them to have diversity policies				
Onboarding and Acculturation				
Establish a buddy/peer mentor for new hire to assist with navigating organizational culture				
Schedule meet and greets for new hire with diverse range of staff (gender, ethnicity, race)				
Adjust onboarding to accommodate different learning styles (visual presentations, technology-based, in-person meetings, phone calls, etc.)				
Offer balance of meeting time, reading time, processing time, and time to fill out paperwork during initial onboarding				
Hold more frequent check-ins during the first 30 days to understand experience				
Policies and Procedures				
Non-discrimination policy				
Diversity and/or inclusiveness policy				
Equal opportunity policy				
Gender equality policy				
Equal pay policy				
Flexible Working Policy				
Supplier Diversity Policy				
Clear process for handling discrimination complaints				
Process for monitoring the number of discrimination complaints and makes adjustments annually to the process				

CULTURE

	Yes	No	Sometimes	Comments
Our organization has...				
Representation				
The % of senior leadership diversity matches our organization-wide goals				
The % of board member diversity matches our organization-wide goals				
A specific staff member is tasked with diversity initiatives across the organization and reports to a member of the senior leadership team				
Our diversity staff is more than one full-time employee/more than one person is accountable for our diversity efforts				
Top management speaks regularly about diversity				
Exit interviews include questions about equal opportunities and diversity to identify biases that might lead to attrition				
Managers regularly receive updates on program with diversity efforts				
Outstanding achievements are showcased, honored by top managers				
Internal communication tools (intranet, newsletter) feature diversity activities at least four times per year				
Success and promotion rates are tracked for all groups of employees				
Communications				
Specific menu on webpage for diversity				
Specific menu within the Career/HR section of the Web site				
Specific campaign to convey diversity commitment, progress				
Participated in key external indexes such as Great Places to Work Institute survey, <i>Working Mother</i> magazine's 100 Best Companies, etc.				
Been recognized for best practices in diversity (by the media, public institution, employees, or a diversity organization)				
An annual employee survey focused on culture, diversity, and inclusiveness and includes questions around bias based on age, disability, ethnicity, and gender, LGBT, religion				
Employment Practices				
Part-time work				
Phased in and out work				
Compressed work week				
Telecommuting				
Sabbaticals				
Flexible start and end time				
Managers regularly receive updates on program with diversity efforts				
Outstanding achievements are showcased, honored by top managers				

PERFORMANCE

	Yes	No	Sometimes	Comments
Our organization has...				
Retention				
Created affinity groups				
Actively approaches a diverse range of employees to find ways to stimulate their career development				
Representation targets for diverse groups in high-potential talent pools and programs				
Line managers that are encouraged to include candidate diversity as a priority in pipeline planning				
Reflected diversity in the general core competencies the organization uses for performance evaluation				
Diversity as a specific competence we use to evaluate employees				
A 360 review process				
Diversity and inclusion as part of our corporate brand values				
Training				
Opportunities for staff to participate in external training on diversity, including certificates in diversity management				
Training for first-time managers				
Mentorship and sponsorship programs focused on diversity				
Specific training (conflict/harassment training, interview training, inclusive behavior)				
Internal communication tools (intranet, newsletter) feature diversity activities at least four times per year				