

di-ver-si-ty | də'vərsədē, dī'vərsədē/noun

: the condition of having or being composed of differing elements or qualities: variety.
especially: the inclusion of different types of people in a group or organization.

There are many different kinds of people, and this diversity drives innovation. In order to achieve health equity, we must ensure we promote diversity. This is a resource for you to assess diversity in your organization and the work you do. There is no need to turn in this form; use it as a guide to help integrate diversity into your organizational profile and culture.

Plan Your Benchmarks

Do you:

- have an official definition and shared understanding of diversity, inclusion and cultural competence?
- have a diversity, inclusion and nondiscrimination policy?
- have a diversity and inclusion individual or committee responsible for ensuring the organization is reaching out to diverse communities?
- make diversity and inclusion a core value and goal for your organization that is tied to business objectives and strategic goals?
- conduct at least one diversity and inclusion training session annually for staff/employees?

Evaluate Where You Are

Have you:

- recruited and hired individuals from diverse backgrounds whose knowledge and values promote diversity and inclusion in the workplace?
- created a diversity and inclusion advisory committee that reports directly to management?
- established diversity and inclusion policies and procedures that include expected behaviors?
- included diversity and inclusion goals and deliverables in your strategic plan?
- learned about the qualities and attributes of the various groups in your organization?
- implemented programs and outreach initiatives that target diverse employees for your organization?
- started collecting demographic data on your staff/employees?

Reach Your Benchmarks

You have:

- a diverse work force that reflects the demographics of your geographical area.
- compliance by staff/employees with your diversity and inclusion policies and procedures.
- created and are implementing a diversity and inclusion plan with clear goals and benchmarks.
- funded your diversity and inclusion efforts (e.g., have a staff person responsible for coordinating this area, have funded community-specific outreach programs, etc.).
- adapted programs and activities to reflect cultural differences.
- provided accessibility for non-English speakers and individuals with disabilities.

identities of:
origin
experience
cognition

race
ethnicity
language
manners
culture
food
age
sex
sexual
orientation
gender
religion
disability
personality
intelligence
education
income
skills
occupation
social roles
marital status
parental
status
health status
veteran status
political party
possessions
appearance
activities
zip code

perspective

Evidence of Milestone Achievement

Commitment to Diversity and 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 and 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 and inclusion assessment of policies and practices.

Institutional 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 and inclusion training in the past 12 months.
- Our diversity and 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.

Committee/Staff Structure & Outcomes

- Our diversity and 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 and inclusion outreach and helping all staff to embed diversity and inclusion throughout the organization.
- Our diversity and inclusion committee has provided input and guidance on cultural adaptations of existing programs and/or activities.

How do you do? Based on how many areas you've checked, be S.M.A.R.T. – Set specific, measurable, achievable, results-focused, and time-bound goals to move diversity and inclusion forward. What actions can to take to meet each goal? Set a priority level, responsible person, and target start and completion dates, and regularly assess your progress.

This has been adapted from the Diversity and Inclusion Self-Assessment available at: <http://www.nacweb.org>.

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