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.

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## 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 you 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.naceweb.org.