

DEI Assessment for Employers

Strategy

1. How does your organization define diversity, equity, and inclusion (DEI)?
2. Has your organization done a DEI or culture assessment in the past?
3. Does your organization have a clearly defined DEI strategy?
 - a. If yes, does the DEI strategy relate to the organizational mission, vision, and values?
4. Does your organization have defined DEI metrics and goals?
 - a. If yes, do the DEI goals relate to the organizational goals?
5. What aspects of diversity is your organization measuring for representation and inclusion?
6. Does your organization have a dashboard or tracking tool to continuously monitor DEI metrics and goals?

DEI Leadership

1. Does your organization have a full-time employee responsible for DEI?
 - a. If yes, what level are they within the organization and who do they report to?
 - b. If yes, is this person also the EEO Officer or Ombudsperson?
 - c. If yes, does your organization have additional employees to support the DEI leader?
2. Does your organization have a DEI Council?

Organizational Leadership

1. Is your organization's CEO involved in developing the DEI strategy?
 - a. If yes, does your CEO sign off on diversity metrics and goals?
2. Does your organization's CEO meet with the DEI Council?
 - a. If yes, how often?
3. Does your CEO sit on the board of a multicultural nonprofit?
4. Does your organization's senior leadership team meet with the DEI Council?
 - a. If yes, how often?

Employee Resource Groups

1. Does your organization have affinity groups, employee resource groups (ERGs), and/or business resource groups?
 - a. If yes, what aspects of diversity are represented by each group?
 - b. If yes, are the group objectives tied to organizational business goals?
 - c. If yes, does each group have sponsorship from senior leadership?

Budget

1. Does your organization have a dedicated budget for DEI?
 - a. If yes, what is the size of the budget?

Policies

1. Does your organization have a non-discrimination policy?
 - a. If yes, is your policy inclusive of sexual orientation and gender identity?
 - b. If yes, are there clear consequences for violation of the policy?
2. Does your organization have a corporate code of conduct?
 - a. If yes, does the code of conduct address inclusion for all groups?

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Compensation

1. Does your organization audit compensation practices to determine pay disparities for diverse groups?
 - a. If yes, has your organization attempted a pay equity initiative to close the pay gap?

Benefits

1. How many paid days off does your organization provide annually?
2. Does your organization offer paid maternity and/or paternity leave?
 - a. If yes, how many weeks?
3. Does your organization offer adoption assistance and/or paid adoptive leave?
 - a. If yes, how many weeks?
4. Does your organization offer lactation support (e.g., pumping room, milk shipping program, travel allowance for caregiver provided on business trips)?
5. Does your organization provide childcare resources or subsidies (e.g., on-site childcare, dependent care flexible spending account)?
6. Does your organization provide fertility treatment insurance or other fertility benefits?

Employee Listening

1. Does your organization conduct an engagement survey?
 - a. If yes, how often?
 - b. If yes, do you review engagement survey feedback from diverse groups?
2. Does your organization review onboarding and exit interview feedback from diverse groups?
3. Does your organization provide an anonymous feedback mechanism for employees to continuously voice DEI issues, concerns, and ideas?

Recruiting

1. Does your organization have clear goals for external hires of people from diverse backgrounds?
2. Does your organization recruit at Historically Black Colleges and Universities (HBCUs) and/or Hispanic Serving Institutions (HSIs)?
3. Does your organization post all vacant positions, including executive positions, internally and externally?
4. Are your organization's recruiters required to present a diverse slate of candidates?
5. Does your organization require a diverse interviewer panel?
6. Does your organization require standard interview questions to reduce interviewer bias?
7. Does your organization have clearly defined competencies to measure candidates against equally when hiring?
8. Does your organization review job descriptions for biased or gender-specific language?
9. Does your organization have a diversity statement on your job postings?
10. Does your organization track diversity metrics for referrals, applicants, candidates, offers, and/or hires?
11. Does your organization have a structured process to ensure that qualified candidates from diverse background are considered for open board positions and/or top management positions?

Training

1. Has your organization provided formal DEI training in the past?
 - a. If yes, what types of topics were covered?
2. Does your organization have any required DEI training for all employees?

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Career Development

1. Does your organization have a formal mentorship or sponsorship program?
2. Does your organization have a leadership development program with an open application process?
3. Does your organization have clearly defined competencies for performance reviews?

Promotion

1. Does your organization track promotion rates for employees from diverse groups?
2. Does your organization do succession planning to increase representation of employees from diverse groups in management positions?

Retention

1. Does your organization track the retention rate for employees from diverse groups?
2. Does your organization track the voluntary and involuntary turnover for employees from diverse groups?

Accountability

1. Does your organization complete the EEO-1 report?
 - a. If no, does your organization track workforce diversity?
2. Does your organization produce an annual DEI report?
 - a. If yes, who is the report delivered to?
3. Are diversity goals tied to performance reviews and pay?

Workplace Flexibility

1. Does your organization support part-time or full-time remote work arrangements?
2. Does your organization support flexible work schedules?
3. Does your organization allow employees to “dress for their day”?

Supplier Diversity

1. Does your organization have a supplier diversity strategy?
 - a. If yes, do you have clear metrics and goals?
2. Does your organization have a full-time employee responsible for supplier diversity?
 - a. If yes, what level are they within the organization and who do they report to?
3. Does your organization have a supplier diversity council?
 - a. If yes, who sits on this council?
4. Does your organization proactively reach out to diverse suppliers to build your database?
5. Does your organization provide education to diverse suppliers to increase their capabilities?
6. Does your organization track Tier-II suppliers?