




# DIVERSITY & INCLUSION SELF-ASSESSMENT

*The Diversity & Inclusion Self-Assessment is adapted with permission  
from the National Alliance of Mental Health (NAMI) Leadership Institute  
Self-Assessment Worksheet by the NACE Diversity & Inclusion Committee.*



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## Diversity & Inclusion

Inclusion is a core value for the **National Association of Colleges and Employers (NACE)**, which fosters and supports individual and organizational diversity and inclusion in all facets of the association. NACE embraces and derives value from the variety of views that diverse organizations and individuals bring to a task at hand, and creates a supportive learning environment to foster open communication of diverse perspectives and realities.

*Place an "x" in the box to indicate your progress in reaching the goal.*

### Plan to Plan Benchmarks

#### Do we:

- ☐ have an official definition and shared understanding of diversity, inclusion, and cultural competence?
- ☐ have a diversity, inclusion, and nondiscrimination policy?
- ☐ have a diversity/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 our organization that are tied to the business objectives and strategic goals?
- ☐ conduct at least one diversity and inclusion training session annually for staff/employees?

### Where Are We Now? Benchmarks

#### Have we:

- ☐ recruited and/or hired individuals from diverse backgrounds (race/ethnicity, disability, sexual orientation, and so forth) whose knowledge and values promote diversity and inclusion in the workplace?
- ☐ created a diversity/inclusion advisory committee that reports directly to the organization's management/administration
- ☐ established diversity/inclusion policies and procedures that include expected behaviors?
- ☐ included diversity/inclusion goals and deliverables in our strategic plan?
- ☐ spent time and energy to learn about the qualities and attributes of the various groups in our organization?
- ☐ implemented specific programs and outreach initiatives that target diverse employees for our organization?
- ☐ started collecting demographic data of our staff/employees (age, sex, race/ethnicity, and so forth)?

### Reaching Your Destination Benchmarks

#### We have:

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

## Evidence of Milestone Achievement

### Commitment to Diversity/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/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/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/inclusion training in the past 12 months.
- ☐ Our diversity/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/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/inclusion outreach and helping all staff to embed diversity/inclusion throughout the organization.
- ☐ Our diversity/inclusion committee has provided input and guidance on cultural adaptations of existing programs and/or activities.

**Total Checkmarks:**

### Diversity and Inclusion: Planning & Progress Sheet

Identified Goals	Action Steps	Priority (High, Moderate, Low)	Who Is Responsible	Target Start Date	Target Completion Date	Status
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