

# Appendix A: Current Employee Diversity Mix Assessment

**Purpose:** The purpose of this assessment is to take a quick demographic pulse of your organization, not to categorize or make any of your employees feel judged or discriminated against. Completing this assessment will give you a sense of the areas where your organization could elevate its diversity mix.

## Definitions:

*Demographic diversity:* A person's gender, age, race, ethnicity, sexual orientation, etc.

Race: A person's physical or genetic attributes, such as skin color

Ethnicity: A person's cultural identity, including language, religion, customs, dress, etc.

*Experiential diversity:* A person's skills, expertise, education, affinities, hobbies and abilities.

*Cognitive diversity:* A person's approach to thinking about things and solving problems.

**Recommendations:** Depending on the size of your company, you may want to work with your human resources manager or management team to complete this assessment. It may also be helpful to complete this assessment by business unit, division, team or function.

Rather than send out a survey to collect data on your employees, use the data available to you through your human resources or management teams to produce a general census of the talent you employ.

Looking at the demographic, experiential and cognitive diversity of your team, complete the *Current Employee Diversity Mix Assessment*. Refer to the What's Your Current Employee Diversity Mix section of this playbook for an example.

**Next Steps:** Upon completion of this assessment, ask yourself:

- What do you observe?
- Do you like what you see?
- In which areas of diversity would you like to see growth?

When you complete the *Current ARTS Practices Assessment* (Appendix C) in The ARTS Of Diversity, Equity And Inclusion section of this playbook, the results of this *Current Employee Diversity Mix Assessment* will help you determine a strategy to implement or change.

Team or Division:				
Type of Diversity	Groups Represented	Groups Not Represented	Majority Groups	Minority Groups
<b>Demographic Diversity</b> Age, gender, ethnicity, race, religion, sexual orientation, etc.				
<b>Experiential Diversity</b> Job roles, skills expertise, abilities, hobbies, education, background in industry vs. non-industry				
<b>Cognitive Diversity</b> Approach to thinking about things and solving problems				

## Appendix B: Current Company Culture Assessment

**Purpose:** The purpose of this assessment is to describe your company's culture as it is today. Completing this assessment will answer two questions:

1. What are the values, goals and norms that drive your company?
2. For each item you list, would it be observable by someone new to the company or by a first-time customer?

### **Definitions:**

*Values:* The important and lasting beliefs shared by the members of an organization about what is good and desirable.

Examples: accountability, attention to detail, confidence, compassion, diligence, drive, flexibility, having a positive attitude, honesty, inclusion, innovation, integrity, profitability, respect, reliability, sustainability, teamwork

*Goals:* The measurable or observable desired results of an organization's efforts.

*Norms:* Informal guidelines about what is considered normal behavior in an organization based on collective expectations between members.

**Recommendations:** Ask other people to complete this exercise. This may include people from a variety of levels and functions in your organization, your senior management team, key company leaders, a selection of employees and your key customers. Consider creating a committee with representatives from across the organization. If you only have a handful of employees, include them all.

Send them a blank copy of the assessment and ask them to fill it out.

**Next Steps:** As you and your committee review the collective results of this assessment, answer these questions:

- What do you observe?
- What are the consistencies across the completed assessments?
- What are the differences across the completed assessments?
- Do you like what you see?

Where answers are consistent, you have well-established elements of your company culture. Where there are different or conflicting answers, you will need to more clearly define your desired values, goals and norms for your organization.

Refer to the Culture Is The Glue section of this playbook for a sample assessment and guidance on next steps.

Aspects Of Culture	Current	Observable?
Values		
Goals		
Norms		

# Appendix C: Current ARTS Strategies Assessment

**Purpose:** The purpose of this assessment is to identify the strategies you currently have in place to attract, recruit, train and sustain your community and employees. Completing this assessment will answer two questions:

1. For each category, what current strategies are in place?
2. For each item you list, how does it impact the organization? Is it producing desirable results?

## Definitions:

*Attracting the community:* Strategies for building a desirable reputation, image or brand as perceived by employees, the local community and the market.

*Recruiting new employees:* Strategies for recruiting diverse talent into the organization.

*Training current employees:* Strategies for providing your employees with appropriate and relevant training and professional development opportunities in an equitable, inclusive environment.

*Sustaining current employees:* Strategies for engaging your employees to foster an equitable, inclusive environment, loyalty, innovation, motivation and productivity.

**Recommendations:** It is helpful to form a committee or to partner with several individuals across the organization to complete this assessment, particularly if you have a larger organization. This may include human resources, your senior management team, key company leaders or a selection of employees from across the organization.

**Next Steps:** As you and your committee review the results of this assessment, answer these questions:

- What do you observe about your current strategies?
- Which current strategies need to be corrected, adjusted or enhanced?
- Which ARTS categories or current strategies need attention?
- Is there an ARTS category or current strategy that really stands out as needing attention?

Refer to The ARTS Of Diversity, Equity And Inclusion section of this playbook for a sample assessment and guidance on next steps.

<b>ARTS Category</b>	<b>Current Strategies</b>	<b>Impact</b>
Attracting The Community		
Recruiting New Employees		
Training Current Employees		
Sustaining Current Employees		