

Diversity, Equity, and Inclusion Checklist

HR's Role in DE&I, and the What, Why, Who and How



There has been a great deal of research done on the benefits an organization achieves when they embrace diversity, equity, and inclusion. How does your workplace measure up? What's your plan?

To help, we've created a checklist to measure and assess each area of your company. Use the checklist as the "how" to ensure your organization is diverse, equitable, and inclusive.

This should also help ensure your plan extends across all areas of HR – from recruiting to performance management and total compensation to succession planning.



Diversity, Equity, and Inclusion Checklist

Review the checklist below. How does your workplace measure up? For any box that you do not check, think of it as an opportunity to increase your organizations diversity, equity, and inclusion and make a change.



Recruitment and Selection:

As companies add employees to their team, they need to make sure there are no biases. Biases can enter in the recruitment process from where you source candidates to how you select candidates.



1. Are you sourcing job candidates using multiple mediums to ensure you have a diverse job pool?
2. Are you using your ATS to filter candidates, in or out, based on qualifications directly related to the job without any biases?
3. Do your interviewers have a specific process for objectively evaluating job candidates when selecting who to hire?
4. Are your interviewers following a standardized interview process and an evaluation process that is used with all candidates?
5. Have you clearly defined what “cultural fit” means in terms of competencies?
6. Are your interviewers trained on unconscious bias in the selection process?
7. Look at your selection data. Are you sourcing a market appropriate number of diverse candidates? Are certain managers hiring fewer diverse candidates? If you answer “yes,” you need to dig deeper and take action.

- 8. Are all managers/evaluators of performance trained on your performance management process and ratings before completing any performance reviews?
- 9. Are you measuring performance on the competencies used in your selection process?
- 10. When you look at overall performance ratings, are there managers that are scoring diverse employees lower?
- 11. Do your diverse employees have similar performance rating averages as your non-diverse employees?



Performance Management:

Train managers on your performance management process and ratings. Make sure managers are evaluating performance without bias.

Total Compensation:

To make sure to have diversity, equity, and inclusion in your compensation and reward programs, ask the following questions comparing the same jobs and same performance levels.



- 12. Are there pay inequities between men and women?
- 13. Are there pay inequities for diverse employees?
- 14. Are raises and bonuses tied to performance, with employees that earned higher performance ratings receiving larger raises and/or bonuses?
- 15. Do you have clear performance metrics defined to ensure unconscious biases don't affect pay equity?

If your organization has a bargaining unit that governs pays and bonus payments, these questions may not apply.

- 16. Do all employees have the opportunity to drive their own learning and development through online resources?
- 17. Do all employees have development plans that point out learning resources the employee can use to complete his/her development plan?
- 18. Do you train your employees and managers on Unconscious Bias, Microaggressions, Diversity, Inclusion, and Equity?
- 19. Are certain groups benefiting from learning opportunities more than other groups?
- 20. For development opportunities that require manager/leader sponsorship, are you making sure that these opportunities are being awarded without bias?
- 21. Review the data and if there are inequities, dig deeper to understand and take action.



Learning and Development:

Since training and development have such a large impact on performance which leads to bigger pay increases and potential promotions, making sure all employees have equal l&d opportunities is critically important.

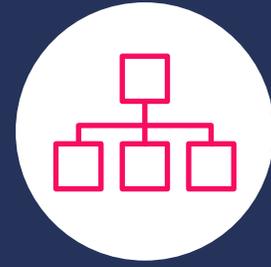
HR Communication:

Consider the range of communication to your employees, whether printed, online, or in apps, and ensure your employee base is accurately displayed in your communication.



- 22. Are the images in your communication diversely representative of all employees?

- 23. Do you have an internal job posting board so that employees can self-identify for job opportunities?
- 24. Are your competencies used, in part, to select candidates for your succession planning?



Talent Management:

When it comes to succession planning, and how high-potential candidates are selected, you need to be sure and measure that there is a representative people in the talent pipeline that reflects the candidate pool in society, not just in your organization.

Engagement and Employee Surveys:

A good way to find out what your employees think about diversity, equity, and inclusion is to ask.



- 25. Do you ask your employees if they feel included, are treated equally, and have equal opportunities?
- 26. Analyze the data to ensure diverse groups are answering questions in a similar fashion as the non-diverse groups. Statistical differences need to be investigated and additional data or follow-up may need to be gathered.

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