

STANFORD LAW SCHOOL
 LEVIN CENTER FOR PUBLIC SERVICE AND PUBLIC INTEREST LAW
 LEADERSHIP PIPELINE AND SUSTAINABILITY PROGRAM

Session #3: Building Organizational Capacity for Equity, Diversity, and Inclusion

ORGANIZATIONAL SELF-ASSESSMENT TOOL*

Instructions: Assign the appropriate score for each statement and add them up at the end.

ORGANIZATIONAL OPERATIONS

1. Removing barriers to opportunity and disparity are explicit goals of my organization’s work and are articulated in a mission/vision statement and/or strategic plan.

0 = No	1 = Moving in that direction	2 = Yes	Score:
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2. My organization has an internal team that guides the ongoing work of removing barriers to opportunity and disparity for our program work.

0 = No	1 = Moving in that direction	2 = Yes	Score:
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3. My organization has an internal team that guides the ongoing work of identifying and removing barriers to opportunity and disparity in our internal policies, procedures, and culture.

0 = No	1 = Moving in that direction	2 = Yes	Score:
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4. My organization’s goals of reducing barriers to opportunity and racial or other group-based disparities are reflected in its allocation of resources (financial and staffing).

0 = No	1 = Moving in that direction	2 = Yes	Score:
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5. The diverse racial, ethnic, religious, and cultural practices of the staff of my organization are recognized, supported, and celebrated.

0 = No	1 = Moving in that direction	2 = Yes	Score:
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6. The staff of my organization reflects the racial, ethnic, socioeconomic class, sexual orientation, and gender identification of the clients and communities we seek to serve.

0 = No	1 = Moving in that direction	2 = Yes	Score:
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7. My organization has a deliberate plan to develop and promote the leadership of staff who would expand diversity in management.

0 = No	1 = Moving in that direction	2 = Yes	Score:
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8. My organization has clearly defined methods to encourage internal promotions that can address disparities in management and leadership.

0 = No	1 = Moving in that direction	2 = Yes	Score:
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9. My organization has regular trainings and discussions at the staff level about identifying and removing barriers to opportunity and disparity for our internal policies, procedures, and culture.

0 = No	1 = Moving in that direction	2 = Yes	Score:
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10. My organization regularly assesses its workforce composition and develops strategies for increasing diversity at all levels.

0 = No	1 = Moving in that direction	2 = Yes	Score:
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11. My organization has considered the impact of salary, promotional policies, performance appraisals, and access to training or mentoring on staff diversity.

0 = No	1 = Moving in that direction	2 = Yes	Score:
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12. The environment of my organization is multicultural.

0 = No	1 = Moving in that direction	2 = Yes	Score:
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13. My organization has a mechanism in place to address complaints about barriers to opportunity and racial equity in the workplace.

0 = No	1 = Moving in that direction	2 = Yes	Score:
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14. My organization has a mechanism in place to solicit information and feedback regarding staff satisfaction with human resources activities in relation to increasing diversity and inclusion within its culture, policies, and practices.

0 = No	1 = Moving in that direction	2 = Yes	Score:
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15. My organization's board of directors or other governing and advising bodies reflect the racial, ethnic, socioeconomic class, sexual orientation, and gender identification of the clients and communities we seek to serve.

0 = No	1 = Moving in that direction	2 = Yes	Score:
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16. Even if my organization's board of directors or other governing and advising bodies are not diverse, issues of diversity, inclusion, and equity are raised with them to ensure that they are organizational priorities.

0 = No	1 = Moving in that direction	2 = Yes	Score:
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STAFF COMPETENCIES

1. Staff are trained in and knowledgeable at a basic level about the range of barriers to equal opportunity and the ways in which embedded racial and other group-based inequities are produced and how my organization addresses inequities.

0 = No	1 = Moving in that direction	2 = Yes	Score:
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2. Staff have a deep level of understanding about barriers to opportunity and racial and other group-based inequities in their special areas of focus, including critical data and information about how inequity is produced and how to address it.

0 = No	1 = Moving in that direction	2 = Yes	Score:
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3. Staff are comfortable and competent about discussing issues of barriers to opportunity and embedded racial and other group-based inequities with relevant constituents (individuals and groups).

0 = No	1 = Moving in that direction	2 = Yes	Score:
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4. Staff exhibit cultural competence in interactions with relevant constituents (individuals and groups).

0 = No	1 = Moving in that direction	2 = Yes	Score:
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5. Staff exhibit cultural competence in interactions with one another.

0 = No	1 = Moving in that direction	2 = Yes	Score:
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6. Staff are provided technical training for their specific job performance needs related to working with diverse communities.

0 = No	1 = Moving in that direction	2 = Yes	Score:
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7. Staff are provided resources to engage in job skill development related to diversity, inclusion, and equity.

0 = No	1 = Moving in that direction	2 = Yes	Score:
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Total Score:

SCORE KEY

SCORE	NEXT STEPS
36 - 46	<ul style="list-style-type: none">▪ Mentor others.▪ Document and share best practices and lessons learned.▪ Continuously engage in review and revision.
25 - 35	<ul style="list-style-type: none">▪ Fine tune your capacity.▪ Identify your weaknesses and strategies for improvement.▪ Build in a discussion to staff meetings or a staff retreat about best practices, strengthening commitments, and how to increase staff capacity.
14 - 24	<ul style="list-style-type: none">▪ Build staff and organizational capacity.▪ Identify your weaknesses and strategies for improvement.▪ Establish goals and a timetable for improvement.▪ Hold yourself accountable.
<14	<ul style="list-style-type: none">▪ Become intentional.▪ Engage staff in a conversation about weaknesses and strengths. Gain input about how to improve workplace needs.▪ Schedule a management meeting to review staff input and communicate about how the organization will move forward with improvements.▪ Develop a plan to review and assess internal policies, practices, structures, and culture, with timelines and goals.▪ Schedule an annual discussion with and among the board of directors to discuss equity issues within the organization.

*This tool was developed and adapted from materials created by the Annie E. Casey Race Matters Toolkit and the Cultural Competence Assessment Tool of the Boston Public Health Commission.