

Diversity Self-Assessment

Rate yourself honestly on the following items.

Always	Rarely	Sometimes			
1. I understand the Town's commitment to diversity.	1	2	3	4	5
2. I regularly assess my strengths and weaknesses in the area of diversity, and I consciously try to improve myself.	1	2	3	4	5
3. I'm always asking questions. I'm curious about new things and people.	1	2	3	4	5
4. When I don't understand what someone says, I ask for clarification.	1	2	3	4	5
5. I'm committed to respecting all co-workers, customers and vendors.	1	2	3	4	5
6. I work willingly and cooperatively with people different from me.	1	2	3	4	5
7. I recognize how bonding with my own group may exclude or be perceived as excluding others.	1	2	3	4	5
8. I can communicate with and influence people who are different from me in positive ways.	1	2	3	4	5
9. I'm interested in the ideas of people who don't think as I do, and I respect their opinions even when I disagree.	1	2	3	4	5
10. Some of my friends are different from me in age, race, background, etc.	1	2	3	4	5
11. I recognize I'm a product of my background; my way isn't the only way.	1	2	3	4	5
12. I'm aware of my prejudices and consciously try to control my assumptions about people.	1	2	3	4	5
13. I try to help others understand my differences.	1	2	3		
4	5				
14. I work to make sure that people who are different from me are heard and are respected.	1	2	3	4	5
15. I help others succeed by sharing unwritten rules and					

showing them how to function better.

1

2

3

4

5

	Rarely	Sometimes	Always		
16. I apologize when I've offended someone.	1	2	3	4	5
17. I resist the temptation to make another group the scapegoat when something goes wrong.	1	2	3	4	5
18. I refrain from repeating rumors that reinforce bias or prejudice.	1	2	3	4	5
19. I recognize and avoid using language that reinforces stereotypes.	1	2	3	4	5
20. I include people different from me in informal networks and events.	1	2	3	4	5
21. I believe and convey that nontraditional employees are as skilled and competent as others.	1	2	3	4	5
22. I get to know people as individuals who are different from me.	1	2	3	4	5
23. I turn over responsibility to people who are different from me as often as I do to people who are like me.	1	2	3	4	5
24. I disregard physical characteristics when interacting with others and when making decisions about competence or ability.	1	2	3	4	5
25. I avoid generalizing the behaviors or attitudes of one individual to another group. (e.g. "All men are..." or "All women are...")	1	2	3	4	5
26. I say "I think that's inappropriate" when I think someone is making a derogatory comment or joke.	1	2	3	4	5
27. I recognize that others may stereotype me, and I try to overcome incorrect assumptions that they may make.	1	2	3	4	5

Add up all the numbers you've circled to calculate your total score:

Total

Score _____

Score results

0 to 39 Points: UNAWARE

Unaware people don't realize they exhibit biased behavior. They may offend others without being aware of it. They may accept stereotypes as facts. They may even unknowingly commit illegal acts! An unaware person's scores can fall in any category because an unaware person might answer "always" or frequently" when in reality he or she simply doesn't comprehend biased behavior. Because unaware people "don't know what they don't know," the only accurate indicator is feedback from others.

40to 69 Points: TRADITIONAL

Traditionals are aware of their prejudices and that their behavior may offend some people. However, they continue with derogatory jokes, inappropriate comments and actions as though the laws and company's values don't apply to them. If you fall in this category, not only is it likely that your behavior is damaging to workplace productivity and helping to create a hostile workplace climate, but your behavior may have legal consequences as well. Examine the questions you scored lowest—you may want to create personal and professional goals to help you break these habits.

70to 99 Points: NEUTRAL

People in this category are aware of biases in themselves and others. They are working to overcome their own prejudices, but are reluctant to address inappropriate behavior by others. They avoid risk by saying nothing and this is often perceived as agreement. If you fall into this category, look at the questions that you marked the lowest—you may want to identify ways in which you can improve in those areas. You may also want to find ways in which you can become more comfortable as an ally to others. Determine tactful, clear and firm ways to address inappropriate language, behavior and attitudes by others in the workplace.

100 to 129 Points: CHANGE AGENT

Change agents are aware of biases in themselves and others and realize the negative impact that comes from acting on those biases. Change agents are willing to take action when they encounter inappropriate words, behaviors, or attitudes. They relate to people in a way that values diversity. If your score fell in this range, you can make great contributions to your workplace and your community because you try to find ways to educate others and help others realize the value of diversity.

130 to 140 Points: REBEL

Rebels are acutely aware of prejudice and bias—sometimes to a fault. At times they may come across too strong and appear to be overreacting. Rebels sometimes receive a reputation that causes people to discount their views, avoid them, or not take them

seriously. If you scored in this range, you may be a change agent, but you may also be perceived as too radical or reactionary. Asking other people for honest feedback may help bridge the gap between rebel and change agent.

Top Ten Questions for A Staff Diversity & Inclusion Focus Group

Asking the right questions to receive information about diversity and inclusion is important. Below are ten crucial questions:

1. What are the signs that your organization values diversity?
2. What do you wish that management understood about your own group?
3. What are the obstacles in the way of employees who are different from the mainstream?
4. What kinds of prejudice or discrimination have you faced, if any?
5. What contributions and behaviors are most valued and rewarded here?
6. What behaviors of other groups are more difficult for you to deal with or most irritating?
7. What do you wish that your manager understood about you?
8. What do you need to do and/or know to get ahead in this organization?
9. What groups are easiest for you to cooperate with? What groups are the hardest?
10. What do you think the organization could do to get the best from everyone?

Top 10 Reasons Diversity Efforts Fails

Starting a diversity initiative is difficult. One way to increase the probability of success is to learn from the mistakes of others. Below is a list of sources of failure.

1. Failure to establish specific goals for the diversity efforts and interventions
2. Failure to demonstrate sufficient courage to deal with the resistance in the organization and among key managers
3. Failure to specify both short- and long-term goals for the effort
4. Failure to keep the real client in mind
5. Failure to work with real organizational diversity needs
6. Failure to be honest about what needs to be done and why
7. Failure to develop viable options when ideas do not work
8. Failure to solve problems by producing "quick fixes."
9. Failure to work with the organization as it is rather than as you would like it to be

10. Failure to measure or evaluate the activities