

## READINESS ASSESSMENT

### **FACET OF EXCELLENCE:**

#### *Workplace Diversity*

For this Facet, each Category is outlined with questions that are intended to gauge your organization's level of readiness to apply. It is not a definitive way of determining whether or not your application for this Facet will be scored high enough to receive an award. It is a tool that has been designed to provide an overview of the types of questions you will be expected to answer with sufficient supporting detail when completing the actual Facet.

If you choose to complete this Readiness Assessment, you are not expected to submit it to the Paragon panel of examiners. It is for your company's internal use to assist you in determining whether you are prepared to apply for this Facet. If you determine that you are not ready now, this tool will provide you with an overview of the areas in which you may need further action and development.

The "State of Readiness" on the assessment form is a subjective response that you will need to determine for each question, with "Red" being an answer of "No, not ready yet"; "Amber" being an answer of "Maybe, we could be ready or are close"; and "Green" being an answer of "Yes, we are ready". There is no magic number of Green responses that will determine whether or not you should apply. Your organization will determine readiness based on your level of comfort with the responses and what details you can provide to support your answers when an application is submitted.

You are encouraged to involve various members of your leadership team when considering your responses to these questions. This will elevate the level of awareness and involvement within your organization to complete the application process and may increase the depth of your responses by using diverse and cross-departmental input.

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Elements of a Successful Facet	Evidence of Progress	State of Readiness			Further Actions Required
		Red	Amber	Green	
<b>Category: Diversity Philosophy and Culture</b>					
Does your organization have a diversity policy?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does your philosophy on diversity and resulting culture align with your strategic objectives?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have your diversity policies, programs and philosophies helped to shape your corporate culture?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is your diversity philosophy assessed and revised over time?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you gauge employee satisfaction levels with your diversity philosophy and culture?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you gauge customer satisfaction levels that can be attributed to your organization's culture and diversity practices?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Category: Talent Acquisition</b>					
Do you have a process or formal program for acquiring diverse talent within your organization?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you consider your organization's strategic plan when determining your programs/tools/initiatives?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you perform an external market review to determine the makeup of your local and regional marketplace?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you consider this data from a recruitment perspective? From a customer perspective?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Have you formed partnerships with internal departments or external third party resources in order to facilitate appropriate talent acquisition and onboarding of new employees?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is your recruitment strategy as it pertains to acquiring a diverse workplace assessed and revised over time?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you measure the results of your diversity sensitive recruitment programs/tools/initiatives?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you gauge costs associated with your diversity sensitive recruitment programs/tools/initiatives?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you obtain feedback from other internal or external sources to determine the effectiveness of your processes?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you use the information you gather to improve your diversity sensitive recruitment programs/tools/initiatives?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Category: <i>Training and Development</i></b>					
Are your diversity awareness and organizational diversity philosophies communicated to and reinforced with your existing employees?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is diversity incorporated into your strategic core values?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are managerial new hires trained and developed differently than other employees? Do they have different responsibilities within your diversity program?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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		Red	Amber	Green	
Is your diversity philosophy reinforced on a day-to-day basis by your leadership team?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are your diversity awareness training and development programs/tools/initiatives assessed and revised over time?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you determine if your diversity awareness training and development methods are effective?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Can you tie your diversity programs and initiatives to retention of key personnel?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you use the information you gather to improve the diversity awareness training and development process?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	