

D.E.I. NEEDS ASSESSMENT

DEPARTMENT/SUPERVISOR: _____ DATE: _____

1. Introduction

- (a) What does diversity, equity, and inclusion mean to your department?
- (b) Does the staff know how a DEI coordinator can assist them?
- (c) In what ways do you think a more diverse and inclusive workplace could benefit your team?

2. Current State Assessment

- (a) Can you provide a brief overview of your department's current initiatives related to diversity, equity, and inclusion?
- (b) How would you describe the current culture within your department in terms of diversity and inclusion?
- (c) Are there any specific successes or challenges related to DEI that you've observed or experienced?
- (d) Are there any specific incidents or issues related to DEI that you believe need attention?

3. Employee Engagement

- (a) Have there been any feedback or suggestions from employees regarding diversity and inclusion?
- (b) How do you currently collect and address concerns related to DEI from your staff?
- (c) Have there been instances where employees felt excluded or faced barriers due to their background?

4. Training and Development

- (a) What types of training or professional development opportunities related to DEI are currently offered to department staff?
- (b) What types of DEI training or workshops do you think would be most beneficial for your team?
- (c) Are there specific skills or knowledge areas related to DEI that your department would like to enhance?

5. Inclusion, Communication, and Awareness

- (a) Are there departmental policies that may impact diversity and inclusion?
- (b) How are these policies communicated to and understood by all staff members?
- (c) Are there suggestions for improving communication and raising awareness about DEI efforts?

6. Representation and Leadership Commitment

- (a) How can leadership within your department actively demonstrate a commitment to diversity, equity, and inclusion?
- (b) What role do you see leadership playing in fostering a more inclusive culture?
- (c) How diverse is the leadership team within your department?
- (d) Are there strategies in place to ensure equitable opportunities for career advancement for all employees?

7. Feedback Mechanisms

- (a) What mechanisms or channels are in place for employees to provide feedback on DEI-related matters?
- (b) Are there ways in which the department could better collect and respond to employee feedback on these topics?
- (c) What mechanisms are currently in place for employees to provide feedback on DEI-related matters?
- (d) How can the DEI Coordinator facilitate open communication and feedback within the department?

8. Community Engagement

- (a) How does your department engage with the diverse communities it serves?
- (b) Are there specific community partnerships or outreach efforts related to diversity and inclusion?

