

Inclusion Week Self-Assessment for Managers

This Inclusion Week self-assessment is designed to help you reflect on your current practices and behaviors in the workplace. This assessment allows you to assess your impact on your team and the wider organization and will provide valuable insights into how effectively you are fostering an inclusive environment.

How to Use This Assessment

You will find 10 statements in this assessment. For each statement, rate yourself on a scale from 1 to 5, where:

- 1 = Never
- 2 = Rarely
- 3 = Sometimes
- 4 = Often
- 5 = Always

Be honest in your responses to get the most accurate understanding of where you currently stand in your DE&I journey. Once you have completed the assessment, tally your scores to determine your overall rating.

Scoring

Your total score will provide you with an indication of your current DE&I performance and highlight areas where you can improve.

10-20: Significant Room for Improvement

Your score suggests that there is considerable room to develop your understanding and application of DE&I principles. Consider starting with the basics and gradually building your DE&I practices.

21-30: Making Progress

You are making some progress in your DE&I efforts, but there is more work to be done. Focus on making DE&I a more consistent priority in your interactions and decision-making processes.

31-40: On the Right Track

You have solid DE&I practices in place and are on the right path. Continue to refine your approach and seek opportunities for further growth and improvement.

41-50: Strong Performance

You are doing well in your DE&I efforts, consistently demonstrating inclusive behaviors and practices. Continue your commitment to DE&I and look for ways to inspire others to follow your lead.

Next Steps

Use the results of this assessment to identify specific areas where you can take action to improve your inclusion practices. Whether you need to focus on personal development or enhance your team's inclusivity, there are resources available to help you grow. Explore the resources and learning opportunities on our dedicated [Inclusion Week playlist](#) to support your journey toward a more inclusive workplace.

Role Modeling	1. Never	2. Rarely	3. Sometimes	4. Often	5. Always
I demonstrate inclusive behavior and encourage my team to do the same.					
I actively challenge biases and discriminatory behavior when I observe them.					
Team Engagement	1. Never	2. Rarely	3. Sometimes	4. Often	5. Always
I ensure all team members feel valued and included in discussions and decision-making processes.					
I regularly seek input from diverse voices to inform team decisions.					
Training and Development	1. Never	2. Rarely	3. Sometimes	4. Often	5. Always
I provide opportunities for my team to participate in DE&I training and development programs.					
I encourage continuous learning about different cultures and perspectives.					
Feedback and Communication	1. Never	2. Rarely	3. Sometimes	4. Often	5. Always
I maintain an open-door policy where team members can share concerns about inclusion without fear.					
I provide constructive feedback on inclusive behavior and am open to receiving feedback myself.					
Recruitment and Retention	1. Never	2. Rarely	3. Sometimes	4. Often	5. Always
I prioritize diversity in recruitment efforts and ensure that hiring processes are fair and unbiased.					
I actively work to retain diverse talent by creating a supportive and inclusive work environment.					

Policy and Practice	1. Never	2. Rarely	3. Sometimes	4. Often	5. Always
I ensure that DE&I policies are actively enforced and understood by all team members.					
I regularly review and update policies to reflect current best practices in DE&I.					
Inclusive Leadership	1. Never	2. Rarely	3. Sometimes	4. Often	5. Always
I lead by example, showing that inclusion is a priority in all aspects of our work.					
I hold myself and my team accountable for upholding inclusive values.					
Accessibility	1. Never	2. Rarely	3. Sometimes	4. Often	5. Always
I regularly ask if there are any accessibility needs and address them promptly.					
I ensure that all team members have the necessary tools and support to participate fully in their work.					
Recognition	1. Never	2. Rarely	3. Sometimes	4. Often	5. Always
I recognize and reward inclusive behaviors within my team.					
I celebrate diverse perspectives and contributions in team successes.					
Collaboration	1. Never	2. Rarely	3. Sometimes	4. Often	5. Always
I foster an environment where different viewpoints are respected and integrated into our work.					
I actively encourage collaboration across diverse groups within the organization.					