

Taking Action: A Checklist for 4 Key DE&I Strategies

There are four key strategies central to DE&I success. Use this checklist to help consider how far you have progressed with making each a part of your diversity, equity and inclusion planning!



1

Leading Inclusively

Organizations must ensure balanced representation at every leadership level and make DE&I a business priority. Ask the following questions about your approach:

- ☐ Do leaders at every level of your business take responsibility for the strategic agenda of your organization?
- ☐ Do you prioritize mentorship and sponsorship?
- ☐ Do you build inclusive hiring practices and leverage employee resource groups (ERGs)?
- ☐ Is there a data-led and strategic framework underpinning your approach to accountability?
- ☐ Are leaders first helped to understand where they are on their own personal journey?
- ☐ Do your leaders set embedding inclusion as a personal leadership goal as well as a goal for the wider organization?
- ☐ Are leaders intentional in their focus on promoting transparency and providing access to the processes and procedures to achieve this?
- ☐ Do your employees understand how to navigate your organization, your career mapping, and their options for pivoting their careers?
- ☐ Is leadership transparent about what is and what isn't achievable, in order to avoid leaving your people to create their own narrative?



2

Knowing Your Diversity Numbers and Measuring Progress

Data is essential for organizations building the business case for incorporating DE&I. It is also a prerequisite for accountability. Measure your organization's progress against the following questions:

- ☐ Is your organization strategic about the data it collects and how it analyzes it?
- ☐ Do you know who has been hired, promoted, demoted, and who has exited your organization?
- ☐ Does this data cover a period of several years?
- ☐ Does this data cover every level and job position in your structure?
- ☐ Are you capturing an intersectional picture of your workforce?
- ☐ Is benchmarking data available to help tie measurement to your wider context?
- ☐ Does benchmarking data cover the full employee lifecycle: hires, promotions, and separations?
- ☐ Are your reports both comprehensive and easy to digest?
- ☐ Do you tailor your reporting to stakeholder needs?
- ☐ Are the targets you set appropriately aggressive based on the data you have collected and the benchmarks you have access to?



3

Incorporating Equity

There are many different aspects of equity to consider, including pay transparency and equity, flexible benefits, hybrid/remote work, and access to advancement opportunities. Apply the following lines of questioning:

- ☐ Does your definition of equity include equity of opportunity?
- ☐ Are your benefits truly accessible by employees at all levels of the organization?
- ☐ Are your stated values and beliefs truly incorporated into the daily operations of your business?
- ☐ Do you have DE&I councils, and were they formed with a clear idea of exactly how they could be leveraged?
- ☐ Do your DE&I councils have a diverse membership?
- ☐ Are you actively paying attention to shifts in the equitable standards of the talent marketplace?



4

Cultivating a Culturally-Aware Climate

A culturally-aware climate needs to be examined in terms of representation, support, program creation and implementation, and group dynamics. Interrogate your approach with these questions:

- ☐ Do people see diversity in your organization?
- ☐ Do people *have* support and feel valued?
- ☐ Do people understand *how* your policies and procedures promote DE&I, and *what those policies* are?
- ☐ Do people *treat each other* with respect and fairness?
- ☐ Are your employee engagement surveys asking these questions?
- ☐ Do your DE&I programs aim to elicit emotion, motivate, and inspire?

Want to learn more about these four key strategies for DE&I and hear real stories about their application in organizations like your own? Read our full guide:

DE&I in Action: 4 Key Strategies That Will Impact Your Program

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