



JOB AID: D&I ACTION PLANNER

ASSESSMENT: To What Degree Does Your Organization ...	Plan to Implement (✓)	Currently Implement (✓)	If Currently Implemented, How Effective:		
			High	Med	Low
Vision, Leadership, Metrics, and Strategy					
1. Have a D&I vision and strategy?					
2. Define specific D&I goals for the organization overall?					
3. Make the business case for D&I explicit?					
4. Create and track organizational metrics that include long-term and short-term D&I goal achievement?					
5. Have business unit-specific D&I goals and plans?					
6. Have senior leaders who model D&I effectively?					
7. Conduct environmental scans to assess changing demographics and adapt workplace and market strategies?					
Talent Management					
8. Address D&I priorities in human capital decisions?					
9. Build a diverse slate of leadership talent?					
10. Embed D&I focus throughout the employee lifecycle (e.g., selection, onboarding, performance management, succession planning, exit interviews, etc.)?					
Employee Communications, Training, and Outreach					
11. Publicize success stories of D&I in action?					
12. Provide a toolkit with best practices that details how employees at all levels can enhance D&I?					
13. Provide resources and action planners for continuous improvement?					
14. Provide D&I training to raise awareness and build skills?					
15. Offer employee resource groups/affiliate groups to enhance inclusion?					
16. Provide mentoring and sponsorship opportunities to build diverse talent?					
External Stakeholder Outreach					
17. Have goals in place for supplier diversity?					
18. Offer outreach and support for diversity-related community events?					
19. Address D&I in your marketing strategies?					
20. Communicate your D&I practices as part of your employer brand?					