

## Managing Diversity Self-Assessment—Worksheet

Rate yourself honestly on each item. Then total your column ratings and divide by the number of questions for your category rating. Then, create a goal to improve in your lowest scoring category.

Setting the Tone	Rarely	Sometimes	Always		
1. I am a role model of valuing diversity to others.	1	2	3	4	5
2. I can communicate the value of diversity to others.	1	2	3	4	5
3. I have a strategy for learning about the values, differences, and priorities of each person who reports to me.	1	2	3	4	5
4. I acknowledge that people of different backgrounds can take different but equally effective approaches to their work, and I can avoid turning those differences into stereotypes.	1	2	3	4	5
5. I do all I can to create a work environment in which all employees and customers are respected and valued.	1	2	3	4	5
Total of Columns ____ ÷ 5 = Category Rating ____	Column Totals _____				

### Employment Laws

6. I can interpret employment law and protect the company from instances of discrimination, harassment, and violations of equal opportunity.	1	2	3	4	5
Total of Columns ____ ÷ 5 = Category Rating ____	Column Totals _____				

### Staffing

7. I make an effort to recruit, select, and promote nontraditional employees.	1	2	3	4	5
8. I disregard physical characteristics when interviewing or hiring.	1	2	3	4	5
9. I consider people who are different from me for all opportunities and promotions I have influence over.	1	2	3	4	5
Total of Columns ____ ÷ 5 = Category Rating ____	Column Totals _____				

Source: Rasmussen, Tina, *The ASTD Trainer's Sourcebook: Diversity*, (New York: McGraw Hill, 1996). Used with permission.

## Managing Diversity Self-Assessment—Worksheet (continued)

Performance Management	Rarely	Sometimes	Always		
10. I ensure that employees' job expectations are clear.	1	2	3	4	5
11. I recognize and correct biased or inappropriate words, humor, gestures, and behaviors in others.	1	2	3	4	5
12. I know how to create a motivating environment for a variety of people, both individually and as a group.	1	2	3	4	5
13. I take the biases of my own background into account when reviewing employees' performance.	1	2	3	4	5
14. I give others honest feedback (both positive and negative) on job performance in a manner appropriate to each individual's needs.	1	2	3	4	5
Total of Columns ___ ÷ 5 = Category Rating ___ Column Totals _____					

### Empowering Employees

15. I turn over responsibility to people who are different from me as often as I do to people who are like me.	1	2	3	4	5
16. I share unwritten rules with employees who are different from me.	1	2	3	4	5
17. I keep all people equally in the information loop.	1	2	3	4	5
Total of Columns ___ ÷ 5 = Category Rating ___ Column Totals _____					

### Conflict Management

18. I can fairly mediate conflict between employees when one is similar to me and one is different.	1	2	3	4	5
19. I foresee situations with potential problems involving differences, and I take steps to prevent or defuse them.	1	2	3	4	5
Total of Columns ___ ÷ 5 = Category Rating ___ Column Totals _____					

