

## HR Compliance Library, ¶42,640, Workplace diversity audit

Recruiting and retaining a diverse workforce involves much more than simply placing a job ad. It demands an environment that welcomes and values people of all backgrounds. The following "diversity audit" can help employers evaluate how their recruitment, retention and advancement practices meet the needs of culturally diverse employees and job candidates. The audit was provided by Graciela Kenig & Associates, a consulting firm specializing in multicultural work issues ( <http://www.careersforlatinos.com>).

Indicate whether each statement below is:

- True (2 points),
- Somewhat True (1 point), or
- Not at All True (0 points).

Add up your points on each question to determine your organization's total score. Then, interpret your score by referring to the guidelines at the end of the assessment.

### Regarding HR

1. Our HR recruiting staff understands cultural differences that may affect the interview experience (e.g., meaning of eye contact, use of "I," "boasting," type of information shared).
2. Our HR recruiting staff is comfortable interacting with people from different cultural backgrounds.
3. Our reception areas and interview rooms are culturally appealing to various populations (pictures, publications, decorations, etc.).
4. There is cultural diversity among the people a job candidate will meet/see on his or her first visit to the company.

### Regarding Supervisors/Managers Who Interview Candidates

5. Our leadership is comfortable interacting with people of different backgrounds.
6. More than 30 percent of our leadership is culturally diverse.
7. Appreciation of differences can be seen in the rewards managers give, the work schedules they allow, and the vacation needs they meet.

### Regarding Recruitment

8. My company is successful in recruiting diverse employees.
9. Our recruitment strategy includes advertising in publications and websites geared to specific ethnic markets.
10. Our recruitment strategy includes relationships with community organizations.
11. Our ads use culturally appropriate language.
12. Our ads highlight benefits that appeal to specific diverse populations.
13. Our employee affinity groups are involved in recruitment and interviewing of job candidates.
14. We use feedback from our current ethnically diverse employees to describe our benefits to job candidates.

### General

15. Diversity means more than numerical representation and is evident at all levels.
16. Affinity groups are visible and active.
17. Employees of different backgrounds interact well.
18. Employees of different backgrounds are encouraged to apply for higher-level positions.
19. All employees participate actively in meetings.
20. When food and drink are offered, they reflect cultural awareness.

**Interpreting your score.** The overall score has a range of 0–40. The higher number of points, the more effectively your organization is managing and capitalizing on diversity.

**Over 35 points** indicates that appealing to diverse candidates is a top priority.

**25–34 points** indicates that your company is making an effort to adapt its recruitment, retention and advancement practices to meet the needs of culturally diverse candidates.

**Less than 25 points** suggests the company's recruitment, retention and advancement practices should be revised if a diverse workforce is a high priority.