



Tracking and Measuring Diversity, Equity, & Inclusion

GETTING STARTED

Use this worksheet along with our guide, [A Roadmap for Ending Unconscious Bias in the Workplace](#), and our article, [How to Measure the Success of Your DE&I Program](#).

1. What does “diversity” mean for your company?

Why we ask this question: If your team doesn’t agree on a central definition of diversity, you may all be chasing different results. Some people may think of diversity in terms of racial and gender diversity. Others may be focusing on diversity of age, belief, or experience.

Exercise: Look at your workforce and identify the traits an overwhelming majority has in common. “Diversity” for you might mean the opposite.

Areas to consider:

- Race and ethnicity
- Gender
- Sexual identity
- Age
- Education, training, and level of experience
- Country and language of origin
- Marital or parental status

2. Why are you pursuing DE&I (diversity, equity, and inclusivity) initiatives?

As a team, develop a statement of purpose:

3. What do you want to achieve with your DE&I initiatives? BE SPECIFIC.

Metrics to consider may include:

- % of diverse hires
- % of diverse candidates applying for positions
- % of diverse members of leadership
- % of raises or promotions going to diverse candidates

