## Workforce Diversity Toolkit at a Glance

### Create Inclusive Hiring Protocols
- Examine job qualifications for potential bias
- Distribute job listings to news outlets run by communities of color, multicultural centers, and HBCUs
- Use cultural and gender-inclusive language
- Seek out experience living in or working with disadvantaged communities
- Consider strict hiring standards like those seen at PBOT/BIKETOWN to ensure prioritization of diversity

### Ensure Diverse Workplace Culture
- Create avenues for staff to provide input on how work processes can be inclusive
- Consider allowing flexibility in work schedules
- Make upholding diversity goals a shared responsibility for every employee
- Support entry-level and seasonal staff in their skill and career development

### Utilize Team Diversity to Further System Equity Goals
- Encourage full staff input in ways to impact the community
- Employ staff that speak prominent languages of the community
- Get input from diverse voices on organization goals and projects

### Self-Evaluation

#### Diversity Hiring
- Is our staff representative of the diversity of those we are serving?
- Is diversity a part of the conversation when hiring for every position?
- Do we have staff that are fluent speakers of common languages of the community?
- Are women and people of color represented at all levels of the team, from seasonal employees to management?

#### Workplace Diversity
- Are communications and work protocols supportive of cultural differences?
- Are there opportunities for staff to provide productive feedback on how company culture can support all members of the team?
- Is there a clear path for upward mobility for entry-level staff?
- Is inclusion a shared responsibility at all levels of staff?
- Has staff completed training for cultural competency and are there ongoing efforts to maintain knowledge and principles learned in diversity trainings?