

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?**