

# APPLICATION FORM

## FACET OF EXCELLENCE:

### *Workplace Diversity*

#### General Company Information

|   |  |
|---|--|
| Company Name:                             |  |
| Primary Contact Person for Company:       |  |
| Phone Number for Primary Contact Person:  |  |
| Email Address for Primary Contact Person: |  |

#### How to Complete the FACET Application Form

- **CATEGORY OVERVIEW** – For each of the Categories for this Facet of Excellence, you will be asked to provide a *Category Overview*. This section is important but will not be scored, as this section typically depends on factors such as business type and size, organizational relationships, the organization’s state of development and employee capabilities and responsibilities – all of which are specific to an individual organization.

For the *Category Overview* there will be a question or a set of questions and space will be provided below in a yellow shaded cell for the Applicant Response to be provided. As you type in the cell, it will expand with your response. Please be thorough, yet concise.

- **QUESTIONS WITHIN EACH SCORING DIMENSION** – There are four (4) *Scoring Dimensions* for each Category:

1. **Strategic Alignment**
2. **Systematic Planning and Approach**
3. **Execution and Communication**
4. **Measurement, Evaluation, and Results**

For each *Scoring Dimension* there will be a question or a set of questions and space will be provided below in a yellow shaded cell for the Applicant Response to be provided. As you type in the cell, it will expand with your response. Please be thorough, yet concise.

# APPLICATION FORM

## **FACET OF EXCELLENCE:**

*Workplace Diversity*

### **Intent and Purpose of the FACET**

The intent and purpose of this **FACET** is to examine how your organization responds to workplace diversity specific to defining its culture, acquiring diverse talent, and its approach to workplace diversity. There is no preferred structure or process. We are looking to see if these efforts:

- Contribute to a diverse workforce
- Encourage the appreciation of differences among the employee population
- Support the organization's mission, vision and core values

### **CATEGORIES:**

- Diversity Philosophy and Culture
- Acquisition, Development and Retention of Diverse Talent
- Training and Development on Organization's Diversity Philosophy

## APPLICATION FORM

### **Category: *Diversity Philosophy and Culture***

#### **Category Overview:**

Provide a brief description of your diversity philosophy and culture. Describe any core values or mission statements that incorporate diverse thinking in your organization. Does your organization have a diversity policy? If so, please describe.

**Applicant Response: (This cell will expand as you enter your response.)**

#### **Strategic Alignment:**

Does your philosophy on diversity and resulting culture align with your strategic objectives? If so, how?

**Applicant Response: (This cell will expand as you enter your response.)**

#### **Systematic Planning and Approach:**

How do you determine your diversity philosophy and the programs that are put in place to support your philosophy? What factors are considered?

**Applicant Response: (This cell will expand as you enter your response.)**

#### **Execution and Communication:**

Describe in detail how you implement your policies, programs and overarching philosophy on diversity. Have these policies, programs and philosophies helped to shape your corporate culture? Include a discussion of the communication strategies and methods that support implementation of your diversity policy. How is your diversity philosophy assessed and revised over time?

**Applicant Response: (This cell will expand as you enter your response.)**

#### **Measurement, Evaluation, and Results:**

A) Do you gauge employee satisfaction levels with your diversity philosophy and culture? If so, how?

B) Do you gauge customer satisfaction levels that can be attributed to your organization's culture and diversity practices? If so, how?

For both of the questions above (A-B), list the specific results below. You may provide this in a pictorial format such as a table, chart, graph, etc.

**Applicant Response: (This cell will expand as you enter your response.)**

## APPLICATION FORM

### **Category: *Acquisition, Development and Retention of Diverse Talent***

#### **Category Overview:**

Provide a brief description of your processes for acquiring diverse talent within your organization. Discuss internal as well as external recruitment strategies. Provide an explanation regarding any programs/tools/initiatives your organization utilizes to encourage a diverse workforce.

**Applicant Response: (This cell will expand as you enter your response.)**

#### **Strategic Alignment:**

Do you consider your organization's strategic plan when determining your programs/tools/initiatives? If so, how? How is this data incorporated into your human resources and/or organizational strategic diversity planning?

**Applicant Response: (This cell will expand as you enter your response.)**

#### **Systematic Planning and Approach:**

Do you perform an external market review to determine the makeup of your local and regional marketplace? Do you consider this data from a recruitment perspective? From a customer perspective? How do you determine specific recruitment processes that will help contribute to a more diverse workforce? What data sources do you use? What kind of partnerships have you formed with internal departments or external third party resources in order to facilitate appropriate talent acquisition and onboarding of new employees?

**Applicant Response: (This cell will expand as you enter your response.)**

#### **Execution and Communication:**

Describe in detail how you implement recruitment programs/tools/initiatives to support or encourage diversity. Include a discussion of the communication strategies that support implementation for existing employees and new hires who are entering the organization. How is your recruitment strategy as it pertains to acquiring a diverse workplace assessed and revised over time?

**Applicant Response: (This cell will expand as you enter your response.)**

#### **Measurement, Evaluation, and Results:**

- A) Do you measure the results of your diversity sensitive recruitment programs/tools/initiatives? If so, how?
  - B) Do you gauge costs associated with your diversity sensitive recruitment programs/tools/initiatives? If so, how?
  - C) Do you obtain feedback from other internal or external sources to determine the effectiveness of your processes? If so, what sources are used?
  - D) Do you use the information you gather to improve your diversity sensitive recruitment programs/tools/initiatives? If so, how?
- For each of the questions above (A-D), list the specific results below. You may provide this in a pictorial format such as a table, chart, graph, etc.

**Applicant Response: (This cell will expand as you enter your response.)**

## APPLICATION FORM

### **Category: *Training and Development on Organization's Diversity Philosophy***

#### **Category Overview:**

Provide a brief description of your human resources and organization-wide diversity awareness training and development programs/tools/initiatives. How are your diversity awareness and organizational diversity philosophies communicated to and reinforced with your existing employees?

**Applicant Response: (This cell will expand as you enter your response.)**

#### **Strategic Alignment:**

Explain how your diversity awareness training and development programs/tools/initiatives support the organization's strategic objectives.

**Applicant Response: (This cell will expand as you enter your response.)**

#### **Systematic Planning and Approach:**

How do you decide what programs/tools/initiatives to utilize and who will be responsible for organizational and departmental training and development of newly hired and existing employees? What is your frequency for delivering diversity awareness training, and how was it determined (e.g., new hires, annually, etc.)? How is diversity incorporated into your strategic core values? Are managerial new hires trained and developed differently than other employees? Do they have different responsibilities within your diversity program? If so, what are the differences?

**Applicant Response: (This cell will expand as you enter your response.)**

#### **Execution and Communication:**

Describe in detail how you execute your diversity awareness training and development programs/tools/initiatives within your organization. Do you have a periodic review of your diversity strategy? Who is involved in this process and why were they chosen to participate? How is your diversity philosophy reinforced on a day-to-day basis by your leadership team? Include a discussion of the communication strategies and methods that support diversity awareness. How are your diversity awareness training and development programs/tools/initiatives assessed and revised over time?

**Applicant Response: (This cell will expand as you enter your response.)**

#### **Measurement, Evaluation, and Results:**

- A) How do you determine if your diversity awareness training and development methods are effective?
- B) Can you tie your diversity programs/tools/initiatives to retention of key personnel? If so, how?
- C) Do you use the information you gather to improve the diversity awareness training and development process? If so, how?

For each of the questions above (A-C), list the specific results below. You may provide this in a pictorial format such as a table, chart, graph, etc.

**Applicant Response: (This cell will expand as you enter your response.)**