

## Inclusion Self-Assessment

### Introduction

This self-assessment focuses on Workforce Diversity and Inclusion in the arts and culture sector.

The arts and culture sector works with a wide range of staff and volunteers, and often calls on a broader talent pool (such as freelancers, contract, part-time and seasonal employees). It also has a great number of micro, small and medium-size organizations. With small staffs and many volunteers, such organizations may lack HR knowledge and practices or simply find it difficult to focus resources on change.

This assessment tool will help you learn more about your organization's relationship with workplace diversity and inclusion. From here, you can explore our [Inclusion in the Creative Workplace](#) eLearning and HR Toolkit to start addressing any priority areas. This tool can also be used as a "check in" at regular intervals in order to track and monitor your progress towards becoming fully inclusive.

Completing the survey should take you approximately 20 minutes. There are seven sections: Strategy & Policy, Leadership, Recruiting and Hiring, Inclusive Workplace Culture, Communications, Volunteer Management, and Organizational Confidence.

Summaries of collected results of the assessment may be shared with the other participating organizations, WorkInCulture staff, and project partners for the purpose of data sharing and updating program content. However, the respondent identities will be kept strictly confidential.

**\* 1. Please provide the following identification information:**

Full Name:

Title:

Organization:

**\* 2. Where applicable, please provide the number of individuals who make up your organization's staff and volunteer base. If a category does not apply to your organization, please enter 0:**

Full Time Staff:

Part Time Staff:

Contract Staff:

Seasonal Staff:

Guest Artists:

Volunteer Base:

Board:

Other Staff:

## Inclusion Self-Assessment

### Strategy & Policy

**\* 3. As an organization, we have:**

	Never considered	Thinking about it	Have a plan	Working on it	Fully implemented
a formal/publicized statement on what diversity and inclusion mean to our organization, why they are important, and how we prioritize diversity and inclusion within our mission and work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
specific inclusion and diversity objectives relating to the recruitment of staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
specific inclusion and diversity objectives relating to the development of staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
specific inclusion and diversity objectives relating to the recruitment of the board and volunteers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
specific inclusion and diversity objectives relating to the development of the board and volunteers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
a system to measure our progress towards meeting these objectives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**4. Please use this box to add any comments or notes (Optional)**

## Inclusion Self-Assessment

### Leadership

**\* 5. As an organization, we have:**

Never    Thinking    Have a    Working    Fully  
considered    about it    plan    on it    implemented

a staff or board committee, or a team leader responsible for planning, oversight and reporting in the areas of inclusion and diversity

              

**6. up-to-date, Board-approved policies consistent with current legislation and known best practices including (check off all that apply):**

- Accessibility
- Accomodation
- Code of Conduct
- Equal Opportunity and Equal Pay
- Harassment
- Hiring
- Leave/Abscence

Other (please specify)

**7. Please use this box to add any comments or notes (Optional)**

## Inclusion Self-Assessment

### Recruiting and Hiring

**\* 8. As an organization, we have:**

	Yes	No
specific outreach strategies to expand our recruiting networks and opportunities (e.g. building relationships with cultural groups and organizations that work with diverse communities).	<input type="radio"/>	<input type="radio"/>
job descriptions that are clear and free of bias (e.g. use concise language, gender-neutral descriptions, and avoid using cliches or colloquial phrasing).	<input type="radio"/>	<input type="radio"/>
procedures to ensure bias-free interviewing and selection	<input type="radio"/>	<input type="radio"/>

**9. Please use this box to add any comments or notes (Optional)**

## Inclusion Self-Assessment

### Inclusive Workplace Culture

**\* 10. We have strategies to introduce new employees and volunteers to our organization's:**

	Yes	No
values	<input type="radio"/>	<input type="radio"/>
policies and procedures on inclusion and diversity (including how we handle complaints, hiring practices, and conflict)	<input type="radio"/>	<input type="radio"/>
system for on-going support and professional development (for staff, volunteers, and board)	<input type="radio"/>	<input type="radio"/>

**\* 11. We communicate our values, policies and procedures to our:**

	Yes	No	We do not have
full time staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
part time staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
contract staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
seasonal staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
guest artists	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
volunteers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
board members	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
other staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**\* 12. As an organization, we have:**

	Never considered	Thinking about it	Have a plan	Working on it	Fully implemented
facilities and other work environments which accommodate all workers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
regular feedback opportunities for employees on staff satisfaction	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
opportunities for skills training or professional development support that take into account both immediate and longer-term career paths	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**13. Please use this box to add any comments or notes (Optional)**

## Inclusion Self-Assessment

### Communications

**\* 14. In terms of Internal Communications, as an organization we have:**

	Never considered	Thinking about it	Have a plan	Working on it	Fully implemented
internal communications free of jargon and cultural bias	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
clear and safe internal communications procedures to encourage people to express concerns about inclusion, diversity, access, harassment, and other matters appropriate to a fully inclusive organization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
strategies for cross-cultural communications in workplace interactions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**\* 15. In terms of External Communications, as an organization we have:**

	Never considered it	Thinking about it	Have a plan	Working on it	Fully implemented
external communications demonstrating our commitment to inclusion and diversity (i.e. website, print, job boards, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
communication strategies and tools specific and relevant to the audiences/markets we want to reach	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**16. Please use this box to add any comments or notes (Optional)**



## Inclusion Self-Assessment

### Volunteer and Board Management

**\* 17. We have clear policies and procedures which:**

	Never considered	Thinking about it	Have a plan	Working on it	Fully implemented
encourage diversity and inclusion in our volunteers (including the Board)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
provide opportunities for volunteer and board engagement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**\* 18. Our volunteers and Board reflect:**

	Yes	No
our community	<input type="radio"/>	<input type="radio"/>
our diverse networks	<input type="radio"/>	<input type="radio"/>
a strategy for the recruitment of diverse volunteers	<input type="radio"/>	<input type="radio"/>

**19. Please use this box to add comments or notes (Optional)**

## Inclusion Self-Assessment

### Organizational confidence

These questions will assess how confident your organization is in the areas of inclusion and diversity.

**\* 20. Our organization is confident that it:**

	Not confident	Somewhat confident	Confident
knows where to find information on diversity and inclusion	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
knows where to find training on diversity and inclusion	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
has networks available to provide information and enhance knowledge about diversity and inclusion	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
is able to effectively implement processes that put diversity policy into practice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**\* 21. We are aware of, affirm, and utilize:**

	Yes	No
the diverse backgrounds of our staff and broader talent pool	<input type="radio"/>	<input type="radio"/>
the diversity of skills of our staff and broader talent pool	<input type="radio"/>	<input type="radio"/>
the various networks and communities of our staff and broader talent pool	<input type="radio"/>	<input type="radio"/>

**22. Please use this box to add any comments or notes (Optional)**

## Inclusion Self-Assessment

### Conclusion

Workplace Diversity and Inclusion is the key to survival and growth in our sector. From this self-assessment, you have identified examples of strength and areas that require attention in your organization. To build on these efforts, WorkInCulture has developed the *Inclusion in the Creative Workplace* program - a series of online learning elements, resources, tools, and training that can be freely used and adapted by people in our sector.

To start using these materials please [click here](#).