

## Equity & Inclusion Organization Assessment - Frequently Asked Questions

### Q: When is the assessment open?

Each year, the Assessment opens in late January/early February. Starting in 2021, the Assessment tool will be available for most of the year. Some deadlines will still be in place, such as the deadline for consideration for Best in Class recognition.

### Q: What information does the assessment ask for?

The assessment asks for employee demographics by race and gender, supplier diversity efforts, and organizational best practices around diversity and inclusion.

### Q: How long does the assessment take to complete?

Once your information has been compiled, entering data into the assessment tool takes approximately 30 minutes.

### Q: What if my department doesn't have the information?

The assessment link and password may be shared to as many contacts at your organization as needed, so that they can fill out the section pertinent to their department.

### Q: What if I need to stop in the middle of completing the assessment?

Your progress is saved as you go. You, or anyone else working on the assessment, can return to the link later to finish and submit the assessment.

### Q: Is the assessment confidential?

All data submitted through the assessment is confidential. Any demographic or best practice data reported to the community at large is aggregated from the collective results of all participants.

### Q: Can I print or save my answers?

Before submitting the assessment, you have the option to save your answers to a PDF. Upon submission you may also save your best practices scores.

### Q: When will we get the results?

After you submit your assessment, you will immediately receive your best practices scores across the 14 categories included in the assessment. Approximately one to two months after submission, participants will receive an individual scorecard with additional resources. Aggregate results will be shared on an interim basis throughout the year.

### Q: Why should my organization participate?

The assessment allows your organization to examine its diversity, equity and inclusion (DE&I) efforts in practice, whether you are just starting to think about DE&I or have a sophisticated DE&I strategy in place. The best practices laid out in the assessment tool are tangible strategies for implementation to enhance DE&I. Participation in the assessment also allows your organization the opportunity to be recognized for an annual "Best in Class" Award from Greater Cleveland Partnership.

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