

## Diversity & Inclusion Organization Assessment - Frequently Asked Questions

### Q: **When is the assessment open?**

The assessment is open during the first quarter of the year. In 2020, the assessment will be distributed on January 13<sup>th</sup> and remain open through March 31<sup>st</sup>.

### 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 takes approximately 20-30 minutes. *\*If your organization completed the assessment the year prior, all answers from the previous year are saved in your assessment form. You only need to log in and make changes where necessary.*

### 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 data reported out after the assessment closes 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.

### 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 month after the assessment closes, all participants will receive a personalized link to a custom report. These reports contain the aggregate results for all participating organizations, in addition to an individual scorecard for your organization.

### Q: **Why should my organization participate?**

The assessment allows your organization to examine its diversity and inclusion (D&I) efforts in practice, whether you are just starting to think about D&I or have a sophisticated D&I strategy in place. The best practices laid out in the assessment tool are tangible strategies for implementation to enhance D&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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