

# EquiTable HR

EIAB Audits, Advisory, and Training Services

Working with leaders and organizations to give everyone a seat AND voice at the table

[Learn More](#)

## EIAB AUDIT

### ORGANIZATIONAL SELF-APPRAISAL

This questionnaire is a self-appraisal that will provide you the opportunity to evaluate your organization's policies, practices, and programs through a lens of equity for all your employees. To ensure an accurate appraisal, it is critically important you are candid in your responses. Understand that every organization is in a different place in this process.

1. Complete this appraisal, and then ask others at different levels to complete it.
2. Compare and contrast the similarities and differences.

Check the box that best represents your organization's current state.

Statement	Always (4)	Sometimes (3)	Never (2)	Not Sure (1)	N/A
<b>Acknowledging DEI</b> - The organization publicizes and shares a clear equity statement or policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Anti-discrimination Policy</b> - The organization has a published non-discrimination policy that includes gender identity and sexual orientation non-discrimination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Adoption and Monitoring of a DEI Plan</b> - The organization adopted a DEI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>strategic framework/plan and monitors, analyzes and publicizes progress on a consistent basis.</i>					
<b>Equity Committee</b> - <i>The organization has a cross-functional, cross-collaborative committee focused on DEI that leads initiatives and education opportunities.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reviewing Existing Positions</b> - <i>Job descriptions are evaluated prior to posting to ensure necessary skills, knowledge, and experience are detailed and unnecessary requirements are limited or eliminated (i.e. all positions requiring degrees).</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Creating New Positions</b> - <i>New job descriptions are created and evaluated to ensure necessary skills, knowledge and experience are detailed and unnecessary requirements are limited or eliminated (i.e. all positions requiring degrees).</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Advertising Positions</b> - <i>All positions are advertised for a consistent amount of time to support the interview and selection process.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Advertising Sources</b> - <i>Positions are posted in multiple/diverse locations for a wide variety of sources of potential candidates.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Compensation Transparency</b> -	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>Salary/salary ranges are shared in posted positions.</i>					
<b>Applicant Applications</b> - <i>Applications have been modified to limit potential biases (i.e. dates, addresses, etc.).</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Anti-Discrimination Statement</b> - <i>Job postings include an anti-discrimination statement.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Applicant Accommodations</b> - <i>Accommodations are offered to candidates during the application and interview process.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Interviews</b> - <i>Initial phone screen/interviews are blind interviews to prevent potential bias in the screening process.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Interviewing Rubrics</b> - <i>There is a consistent interview process including a rubric or other structured process for scoring applicants.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Interviewer Training</b> - <i>All interviewers are provided training on unconscious bias in interviewing.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Interview Panel</b> - <i>Panelist represent a diverse cross-section of the organization and the team.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Onboarding</b> - <i>All new team members receive job and culture training as part of orientation.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Time Off</b> - <i>Team members</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>have access to time off without a significant waiting period.</i>					
<b>Parental Leave</b> - <i>Is paid includes a diverse definition of "parent" qualifiers for leave.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Benefits</b> - <i>Are offered to domestic partners as well as married spouses.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Compensation</b> - <i>Is routinely reviewed to ensure pay equity throughout the organization.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Compensation</b> - <i>The organization provides (at a minimum) a livable wage to ALL employees.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Training and Development</b> - <i>The organization has clearly defined and shared career paths for employees.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Training and Development</b> - <i>Team members are given honest feedback when applying for internal positions and are offered development opportunities to increase their skills and abilities.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Training and Development</b> - <i>The organization has a structured process to determine training needs of individuals and teams.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Internships</b> - <i>Are paid and interns participate in training and development opportunities.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Leadership Development</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>The organization has a clearly defined plan to develop individual contributors <b>who</b> have been historically marginalized from leadership positions (Women, BIPOC, LGBTQIA+)</p>					
<p><b>EIAB Training</b> - The organization conducts annual EIAB training with its employees and board of directors (if applicable).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Disciplinary Process</b> - The organization has a clearly defined disciplinary process including how to lodge a complaint and complaint resolution.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Annual Culture/Employee Engagement Survey:</b> The organization/3rd party conducts an annual engagement/culture survey and results are shared with staff in a transparent and meaningful way.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Survey Plan Participation</b> - The organization creates a plan based on survey findings and employees are involved in the plan implementation.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Employee Resource Group(s)</b> -The organization has employee resource groups (affinity groups) for employees.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## TOTALS

---

### How did you do?

To learn more about what your score means, schedule a free consultation at [www.EquiTable-HR.com](http://www.EquiTable-HR.com)

Please let us know how best to reach you! (This is optional, and we are committed to protecting your data.)

### Quick Contact Info

mechelle@equitable-hr.com

317-839-2895

