

Staff Support/HR

The organization fosters a culture of inclusivity, equity, and collaboration in the organization.

HR Questions:

Do the job descriptions clearly state the essential functions of each position? Do we include measurable DEIA tasks and outcomes in job descriptions?

Staff Questions:

Do I have effective support from my organization to be successful in doing my work and promoting inclusion? Am I being compensated equitably for my work?

Emerging

“No, but we want to do better.”

- We are aware of leadership’s role in creating an inclusive culture for staff and volunteers.
- We are aware of the importance of effective and culturally sensitive training for staff.
- We are aware of the benefits of inclusive hiring practices and the importance of hiring from a diverse pool of applicants.
- We promote equal employment opportunity.
- Employees receive performance standards each year and know what is expected of them in their job performance.
- All members of the organization are held to the same standards of conduct.

Basic

“Mostly, we meet the legal requirements and reach out to some communities.”

- Recruitment efforts for staff and volunteers aim to reach diverse communities.
- We evaluate hiring processes and recruitment every 3–5 years to ensure access for diverse candidates.
- Hiring managers understand that a job’s posted essential functions can be performed with or without reasonable accommodation.
- Eligible employees can receive reasonable accommodations.
- Staff receive onboarding training that includes cultural/ disability etiquette and unconscious bias awareness.
- Leadership reviews paid staff compensation every 3–5 years to ensure pay equity for similar positions across the organization.
- Anonymous staff satisfaction surveys are conducted every 3–5 years and results are available to all staff.

Good

“Yes, we’re listening for ways to better engage new communities.”

- Free, accessible parking is provided as a benefit.
- Staff receive annual training that includes cultural/disability etiquette and unconscious bias awareness.
- Visitor contact staff receive training to help process accommodation requests and operate assistive technology.
- Leadership and Human Resources encourage employees to ask for reasonable accommodations for both temporary and permanent conditions.
- Employees receive midyear feedback and end-of-year reviews with comments on how their work supports DEIA initiatives.
- Leadership reviews all paid staff compensation every 3–5 years to ensure pay equity when compared with similar organizations regionally and nationally.
- Anonymous staff satisfaction surveys are conducted each year and results are available to all staff.

Better

“Yes, we’re aiming for inclusivity and collaborate with and for our communities.”

- We recognize DEIA work as a process and continually revise our plans and policies to support this work.
- Our leadership and staff reflect the demographics of our local community.
- Staff are encouraged to communicate with visitors in languages other than English.
- Staff and volunteers are provided with training and tools to communicate with visitors who are nonverbal.
- We work with multiple communities of active and inactive visitors to collaborate at least annually to continue creating a more welcoming environment.
- Staff compensation is equitable with other similar organizations regionally and nationally.