

# Suggested Template-Diversity and Inclusion Plan<sup>1</sup>

## Plan Vision

1-2 sentence description

## Priorities

1-2 sentence description

## Objectives and Actions

Below are suggested areas of focus which organizations may wish to consider incorporating into their diversity and inclusion plan. The organization should decide for itself what is possible, and include timelines (for example, 6 months, a year, etc, and include suggested actions for each objective.

**Status quo**-Outline current public and internal programs that address diversity and inclusion and/or activities that the organization would like to incorporate new diversity and inclusion objectives into.

**HR-Hiring, Recruitment, Retention**-Board recruitment/Create job descriptions that provide opportunities for a wider pool of qualified candidates

Review and re-examine job descriptions, removing any possible written or implied biases

Establish an interview process involving a diverse committee that includes staff who will work closely with the position

Review position requirements with selection committee and interviewed candidates;

Hiring managers to submit a report outlining reasons for not hiring interviewed candidates.

Review hiring and onboarding practices

Create a feedback system that engages new and internally promoted employees.

**Staff training and development**-Create training and development opportunities and encourage staff participation

Discuss skills training and leadership opportunities with staff

Set expectations for managers to create staff development plans aimed at helping employees achieve their goals

Identify ways to celebrate successes.

**Other**-Diversify target audience/community that will be engaged; other corporate activities that seek to increase or support diversity and inclusion in the organization.

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<sup>1</sup> Source: [www.princeton.edu](http://www.princeton.edu)

## Communication

Outline how this plan will be communicated internally (staff, board) and externally (donors, funders, members).

Communicate to staff about the diversity initiative and obtain feedback

Discuss the diversity and inclusion initiatives at staff meetings: obtain input and feedback.

Partner with Human Resources to develop customized training for hiring managers and staff relating to cultural competency and the potential for unconscious bias:

Develop or identify training opportunities for hiring managers and those responsible for writing job descriptions.

Develop awareness on cultural sensitivity and diversity:

For example, develop training sessions that relate to working with a diverse customer population, collaborating with diverse staff and building cultural competencies.

## Indicators

Develop standardized criteria to measure diversity and inclusivity progress across the organization

Partner with Human Resources to review performance indicators for each department within the organization (e.g. demographic data; trainings focused on diversity);

Share data and tracking of progress with staff on a regular basis.