Teknologiateollisuus

2.0

velo

Self-evaluation tool

diversity, equity and inclusion
in your organization

Understand your organization's current state of DEI

Diversity, equity and inclusion (DEI) are central to advancing employee wellbeing and business success. **Diversity** refers to the differences between individuals who work in an organization. **Equity** refers to giving everyone access to equal opportunity by providing the tools they need to succeed, and **inclusion** means creating an environment in which all individuals are treated fairly and respectfully.

This self-evaluation guide will help you to understand your organization's current state of diversity, equity and inclusion and to prioritise actions. The self-evaluation tool is designed to support technology industry organizations in attracting, hiring and retaining international talent.

The self-evaluation is categorized under three themes: **Leadership, Recruitment** and **Culture & Practices**. These will allow you to reflect on your current state and plan what actions to take next.

Take a look at the tables in the next pages. Mark the option that best describes your organization - either by hand on into the interactive document.

Leadership

	BEGINNER	INTERMEDIATE	ADVANCED
Confirming organizational commitment	Discussions about diversity, equity and inclusion and their importance are only just starting in the organization.	Some people have identified the need for discussing and advancing diversity, equity and inclusion, but discussions are limited to certain people or certain teams, eg. the HR, legal or recruitment team.	There is leadership team buy-in for advancing the diversity and inclusion agenda, and the importance of it is regularly communicated to employees. There is documentation in place to demonstrate the commitment.
Diversifying leadership team & board	The importance of having diversity in the leadership team and board has been recognised, but concrete actions have not yet been taken to improve diversity.	Some actions have been taken to increase diversity in leadership, but these are limited to a certain type of diversity category (eg. gender).	Wider diversity and inclusion aspects have been taken into account in the composition of both the leadership team and the board.
Building inclusive leadership skills	Inclusive leadership is still a new topic to leaders and there has been no formal discussions or training on the topic.	Some leaders have taken part in basic introduction to diversity and inclusion -training to build their awareness about the topic on a general level. The senior leadership team has been offered their own training session.	Inclusive leadership practices are integrated into ongoing leadership development and training is offered on a regular basis to both new and existing leaders. All managers have received the support needed to build inclusion and lead diverse teams.

Recruitment

	BEGINNER	INTERMEDIATE	ADVANCED
Developing inclusive recruitment processes	It has been identified that there may be obstacles in the recruitment process which prevent the organization from hiring diverse teams (eg. unconscious biases or no prior experience hiring international talent), however actions to improve the situation have not been identified.	Some actions have been taken to develop the recruitment process to ensure that e.g. favoritism or unconscious bias don't affect hiring decisions by, for example, ensuring there is a clear job description and recruitment process for every role.	The recruitment process is designed from start to end with the goal of attracting diverse talent and mitigating the effect of known obstacles such as unconscious biases. There are various actions taken to develop the recruitment process (such as having a structured interview process and scorecards). Data is collected to measure candidate diversity and experiences.
Advertising jobs inclusively	It has been identified that there is not enough diversity in the candidate pipeline through inbound applications. It has been recognized that proactive efforts are needed to change this but actions have not been identified yet.	Discussion has started about the language of recruitment posts. Some recruitment posts have been edited to ensure more inclusive language and there are some ideas for how to build a more diverse candidate pipeline.	There are clear processes in place and all recruitment materials are checked for inclusivity on an ongoing basis. Proactive efforts are made to ensure job ads and advertising channels reach new audiences in order to build a diverse candidate pipeline for each role.
Training HR colleagues and recruiters	Some people involved in recruitment processes have either participated in general diversity and inclusion training or are acquainted with the topic.	Most people who are involved in recruitment processes have participated in trainings specifically focused on diversity and inclusion in recruitment.	All people involved in recruitment processes have completed relevant diversity and inclusion trainings. Learning opportunities are offered on a continuous basis.

Culture & practices

	BEGINNER	INTERMEDIATE	ADVANCED
Improving awareness and internal resources	Some individuals speak about diversity and inclusion but there has not yet been any company-wide sessions or forums for discussion.	Some diversity and inclusion trainings have been offered to all employees, managers and leadership.	There are internal resources available about various diversity and inclusion topics on an ongoing basis. All employees have been trained on topics relevant for their work. Diversity and inclusion are integrated into onboarding processes.
Building inclusion and psychological safety in teams	There is recognition of the different needs people have in the workplace, and it has been identified that inclusion and psychological safety are key topics to develop for successful teams.	There are some actions taken towards inclusion and some time dedicated to discuss these topics in teams. Regular employee surveys gather some feedback on inclusion experiences.	There is effective, open, ongoing dialogue in the workplace about experiences of inclusion, and what could be improved. People feel able to suggest changes and give honest feedback. Everyone plays an active role in advancing inclusion through their own actions.
Ensuring international colleagues thrive	International colleagues or those who don't speak the local language are concentrated in certain areas of the organization. Some initial challenges about multilingual and/or multicultural teams have been identified and the first actions have been taken to improve the situation.	Some guidelines have been put in place to clarify expected behaviour and ways of working in a multicultural/international team. There is an overall culture of respecting others and appreciating diversity. English is one of the organizational languages.	Multiculturalism has become a norm in the workplace. There are clear and common processes and ways of working with international colleagues. In multilingual workplaces, there are clear processes for ensuring inclusion of colleagues speaking different languages. There is a culture where everyone feels respected and safe to be their true-self at work.

Reflection questions

1. Which level do you think best describes your organization's current state of diversity, equity and inclusion: beginner, intermediate or advanced?

2. Which of the three topics (inclusive leadership, inclusive recruitment and inclusive organizational culture) are you currently most advanced in?

3. What do you think should be the next priorities for your organization's DEI work?