

DEI Checklist: Creating more inclusive performance programs



Looking for quick ways to improve inclusivity with your existing performance programs? We've gathered easy-to-implement ideas for performance reviews, 1:1s, and more.



Before you get started...

Define

Define what diversity, equity, and inclusion (DEI) means at your company, and what success looks like. Having this future state in mind will better guide your program forward.

Discuss

Ensure that your HR team has capacity to lead a DEI initiative. Since improving inclusivity is an ongoing effort, having people and resources to support is crucial.

Involve

Create a DEI taskforce to actively involve employees in the initiative. They can support your HR team by recommending and executing DEI programs.

Gather

Run a survey and focus groups to gather employee sentiment on DEI. With this data, you can better prioritize DEI initiatives at your company.

Reflektive's DEI Checklist

GOALS

- ✓ **Create DEI goals** for the company. One goal we recommend is: *"Increase the number of ERGs by end of year."*
- ✓ Ask managers to ensure their employees' individual goals are **objective and quantifiable**, so that employees are only evaluated on performance

PERFORMANCE REVIEWS

- ✓ Start with an employee-wide **training session** on common biases so people are aware of them prior to completing reviews
- ✓ Use a **consistent rubric** for evaluation, and eliminate the "Additional Comments" question as it can lead to biased commentary
- ✓ Include **behavior-based feedback** into your review questions, such as *"Talk about a time when this employee demonstrated one of our core values."*

ENGAGEMENT SURVEYS

- ✓ **Add questions** on Belonging, Opportunities, Fairness, and other DEI topics to your existing engagement surveys
- ✓ Examine **engagement results** by department, gender, tenure, location, and other demographics to identify gaps in employee sentiment

1:1S

- ✓ Ensure that managers have **regularly-scheduled 1:1s** with all direct reports. Managers should also be flexible on timing to accommodate an employee's home-life schedule.
- ✓ Encourage all managers to talk with direct reports about key skills and competencies, to drive **growth & development** across your workforce
- ✓ Create a standard for managers on giving **consistent feedback** throughout the year, to provide employees with helpful insights on performance and development