

How Inclusive Are You? Self-Evaluation

Would you consider yourself to be inclusive—someone who brings different people into the conversation, makes sure each person is heard, encourages diverse perspectives, and treats everyone with respect?

Assess how well you're being inclusive and creating an inclusive work environment.

	1—Rarely, if ever	2—Occasionally	3—Sometimes	4—Often	5—Almost all the time
1. I seek the perspectives of individuals or groups with different backgrounds and experiences when making decisions.	1	2	3	4	5
2. I share examples of people's capabilities with others who have opportunities to leverage their skills.	1	2	3	4	5
3. I acknowledge my biases and take action to manage or mitigate them.	1	2	3	4	5
4. I purposely work on creating an environment in which others feel comfortable expressing their feelings, good or bad.	1	2	3	4	5
5. I provide feedback to others when they miss opportunities to be inclusive.	1	2	3	4	5
6. I let others know the value they bring to the team and organization.	1	2	3	4	5
7. I make sure I get input from other teams or individuals before making a decision.	1	2	3	4	5
8. I make it a point to express confidence in others' abilities.	1	2	3	4	5
9. I respect opinions and ideas that are different from my own.	1	2	3	4	5
10. I connect individuals with experienced or influential people who can create opportunities for them.	1	2	3	4	5
11. I consider both sides of an issue before making a decision.	1	2	3	4	5
12. I ask for and encourage unique perspectives and approaches.	1	2	3	4	5
13. I confirm how others are feeling by verbally summarizing the emotions and information they express.	1	2	3	4	5
14. I make it a point to let people know that their ideas and suggestions are appreciated.	1	2	3	4	5
15. I support people's ideas even if I wouldn't take the same approach.	1	2	3	4	5
16. I pay attention to who is included and who isn't in meetings.	1	2	3	4	5
17. I make sure each person has a chance to contribute.	1	2	3	4	5

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18. I ask questions and listen.				1	2 3 4 5
19. I look for opportunities to work with people who have diverse perspectives.				1	2 3 4 5
20. I challenge biased assumptions, both my own and others'.				1	2 3 4 5
21. I proactively build a network of individuals with unique experiences and viewpoints.				1	2 3 4 5
22. I foster belongingness by empowering individuals to develop and thrive.				1	2 3 4 5
23. I accept and learn from differing perspectives.				1	2 3 4 5
24. I help identify developmental opportunities and encourage people to pursue them.				1	2 3 4 5
25. I explicitly acknowledge and promote inclusion.				1	2 3 4 5

Scoring

Add up the numbers you marked (if filled out electronically, your score will appear automatically).

Your total score: _____

Note where your total score falls within the following ranges and what it can mean for you.

Range	What Your Score Means
25–58	You might not be as inclusive as you'd like or could be. You can put three practices into action today to start creating a more inclusive work environment. See below for more.
59–91	You're making great strides at being inclusive in some areas, while in other areas, perhaps, not so much. Review the statements for which you marked a lower number (3 and below) to see where you can focus your efforts.
92–125	You've got it! People in your work environment would most likely say you've helped them feel included and respected. Continue to leverage that ability and reinforce the same behavior in others.

About Being Inclusive

Inclusion means taking action to leverage the abilities, perspectives, styles, and ideas of each individual for the success of the organization and its people. To create an inclusive work environment, begin to:

- Proactively **identify** individuals who might be excluded and those with diverse insights and ideas who should be heard.
- Seek out and **engage** those individuals and encourage their contributions.
- **Advocate** for and support these individuals to help them succeed as well as challenge exclusionary behaviors when you see them.

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