Last updated: 2/26/19

Incorporating Diversity, Inclusion & Access (DI&A) in employee individual performance plans and evaluations.

To support DI&A at Mines, units may elect to incorporate DI&A into individual performance plans. Visit the Mines diversity website ([www.mines.edu/diversity](http://www.mines.edu/diversity)) to download templates for the plans and evaluations. This document provides self-evaluation questions to assist individuals with brainstorming where and how they might contribute. It is important to note that DI&A in performance planning and evaluation should reflect contributions and actions, rather than personal beliefs. This document also gives examples from real Mines employees who have piloted the use of DI&A in performance plans.

**Diversity Awareness: Self Evaluation Questions**

Use these questions to help you brainstorm how you might contribute to DI&A at Mines

* What efforts are you making to promote professional development courses and forums that enhance diversity?
* What have you done to increase your understanding of the perspectives of others?
* What have you done to encourage the implementation of strategies that attract diverse applicants for vacant positions?
* Have you participated in events that are diversity-related and what efforts are you making to promote them?
* What are you doing to be seen as a person who can address diversity concerns of other people?
* What efforts are you making to assess whether the current procedures, practices, and policies are diverse?
* What are some of the things you are doing to discourage harassment and bullying of people with diverse views?
* Can you think of a situation where you failed to accept diverse views? How did you correct the situation?
* What efforts are you making to welcome and consider the ideas and views of other people?
* Have you ever made a joke that offended the beliefs of someone else and how did you rectify the situation?

**Example DI&A goals for individual performance plans**

Goal: Participate in professional development courses that would specifically enhance my diversity awareness and/or cultural competency.

* You might give specific courses to be taken such as: Safe Zone training, Advocates & Allies, or implicit bias training or other courses related to inclusive behavior. (check www.mines.edu/diversity for programming)
* You might implement new initiatives in your unit and/or revises programming and materials to be more inclusive based on what you learn at your training.

Goal: Review web pages, documents, forms, etc. are ADA compliant and accessible to all users and that the departments contact for accessibility assistance / services is clearly stated.

* You might develop a process for reviewing existing materials
* You might implement the revising of documents, presentations, marketing materials, services, events, and offices for accessibility.
* You could communicate this to department staff, students and other stakeholders.

Goal: Support broadening the applicant pool for our unit’s searches.

* Implement strategies for attracting a fully diverse pool of applicants for vacant professional and student positions
* Attend the HR Hiring Excellence Training to learn more

Goal: Contribute to programming that supports DI&A

* Promote and/or develop professional development forums, initiatives, and/or events that enhance diversity & inclusion
* You could bring trainings to your entire unit
* You could be part of or active in one of our employee resource groups (ERG)
* You could volunteer at a SWE, WISEM, or MEP event

Goal: Support student organizations

* Attend SWE, MEP, or International office events put on by student organizations to learn more about their interests and needs

Goal: Foster dialogue around DI&A

* Bring DI&A discussion topics to discuss with colleagues during lunches or meetings where appropriate
* Lead in driving positive change and be a spokesperson to promote diversity issues and concerns of others

Goal: Diversify your stakeholders, advisory boards, and/or vendors

* Implement strategies for attracting a fully diverse pool of external stakeholders with direct impact on campus operations (examples recruiters or vendors that are women-owned businesses)

Goal: Volunteer for the DI&A Council or other diversity committee

* Mines has the DI&A Council -email Kelly Knechtel (knechtel@mines.edu).
* Lead or be on the team for your unit when developing & reporting on your DI&A Implementation Plan
* Serve on the Foundation’s giving committees that support DI&A

Goal: Donate to Foundation scholarships and programs that support diversity

* During idigmines and giving Tuesday, there are several scholarships (Bliss for first gen) and programs (SWE, DI&A) that you can financially support

Goal: Be a mentor and a sponsor

* Mentor programs are growing at Mines, volunteer to be a mentor, and mentor a diverse group of people
* Sponsors advocate for their mentees. Mentors mainly advise. Sponsors are career champions for their mentees; they advocate for promotions and awards and give endorsement and guidance.

Goal: Learn the vocab and best practices

* Start reading! Visit sites like AWIS, AAUP, and WEPAN to learn more about the challenges facing women and minorities in STEM. Read some of the seminal reports like “Why So Few”.
* Attend Women’s History month and Black History month events.

Goal: Bring DI&A to your committee work

* Be the advocate for your committee to consider how its work impacts and can support DI&A on campus

Goal: Support or lead inclusive meetings

* The best tips we’ve found are from Harvard Business Review that target [meeting practices for women, remote workers & introverts](https://hbr.org/2016/04/run-meetings-that-are-fair-to-introverts-women-and-remote-workers) and also Atlassian’s general [inclusive meetings](https://www.atlassian.com/team-playbook/plays/inclusive-meetings) strategies.
* If you’re not leading meetings, you can request that meeting leaders adopt one or two strategies