

Diversity, Equity, Inclusion, Accessibility, and Belonging Workforce Planning Checklist

Embed diversity, equity, inclusion, accessibility, and belonging (DEIAB) considerations throughout the workforce planning process. Consider the following:

DEIAB Workforce Planning Checklist	Notes and Action Steps:
<p>Is your workforce planning committee diverse (race, age, gender, disability status, focus area, geography, role, perspectives, etc.)? Some agencies or community partners may have dedicated offices or positions focused on DEIAB. Consider consulting with DEIAB champions or experts in your agency or in the community.</p>	
<p>Have committee members participated in implicit bias training to be aware of unconscious bias? Could they take training beforehand or as a team building activity? Is a job aide available?</p>	
<p>Are meeting agendas structured in a way that ensures everyone’s ideas are heard and considered equally and equitably?</p>	
<p>What conditions have been created for a psychologically safe space so that all can share thoughts without consequences?</p>	
<p>Where does bias show up your data? Was there bias in the collection of the data? Did some groups have more access to providing their input? Is the data tending to favor or disfavor certain groups (e.g., different office locations, teams/bureaus/divisions, job classifications, gender, etc.)?</p>	
<p>How will the output of your workforce planning affect certain groups?</p>	
<p>What needs to happen to make the process or output communication accessible?</p>	
<p>Do the activities planned from this process incorporate methods to prevent fear of or actual retaliation?</p>	
<p>What measures are taken to build trust among staff and ensure that surveys are confidential (e.g., using an external vendor)? How are results shared with staff?</p>	
<p>How is the workforce expected to benefit from workforce planning? Who might be marginalized or harmed? What are potential unintended consequences and impacts we should keep in mind?</p>	