

Employee Name:

Supervisor Name:

Position:

Date:

Supervisor/Manager Assessment: Embracing Diversity and Inclusion

Instructions: Please rate your staff member on how they demonstrate each of the expected behaviors. With your staff member, compare, discuss, and determine the individual's strengths and opportunities for improvement. It is recommended that the supervisor and staff provide examples to support ratings. Please see the Competency Assessment Supervisor Guide for further instruction on using this assessment tool.

Rating Scale	Definitions
N/A	Not applicable; they have not had the opportunity to demonstrate this behavior
1	They rarely demonstrate this behavior; they need improvement in this area
2	They usually demonstrate this behavior; they meet expectations in this area
3	They consistently demonstrate this behavior; they exceed expectations in this area

Behaviors	Rating
<i>Do They...</i>	<i>How Frequently Do They Do This...</i>
A. Achieve goals (e.g., individual, team) to ensure they support the objectives of the work unit's diversity and inclusion practices?	
B. Champion principles of diversity and inclusion when interacting internal or external individuals or groups (e.g., supervisor, employees, customers)?	
C. Proactively use inclusive language and understand its impact on the work environment?	
D. Actively seek out diverse ideas for consideration?	
E. Proactively pursue opportunities for learning and development regarding diversity and inclusion?	
F. Actively resolve or help build understanding of diversity and inclusion differences among coworkers or teammates?	
G. Anticipate, address, and escalate diversity and inclusion concerns consistently?	
H. Champion principles of diversity and inclusion to improve workplace culture?	
I. Champion a respectful and civil workplace, modeling appropriate behavior (e.g., take part in respectful and constructive conversations, treat coworkers and customers better than they expect to be treated)?	
Rating Scale Average	

For additional information and resources related to competencies, please refer to the [Competencies](#) tab on the Performance Management & Development page.