

OpTASK DIVERSITY ASSESSMENT TOOL

Goal# 1 - Assure a Diverse Workforce Through All-Hands Commitment with Leadership Accountability

Focus - ACCOUNTABILITY

Have you assessed and identified diversity management shortfalls within your workforce? What does it look like for your specific area of responsibility? (Charts/Graphs)	
What are your actions to address the diversity shortfalls within your area of responsibility?	
How are you holding your people accountable to ensure that the Commandant's Diversity Strategic Plan goals are achieved?	
What affinity groups have you/your personnel participated in during the past year? What percentage of your people participated in at least one affinity group in the past year?	
How much money do you budget for diversity?	
Who is your diversity leader?	
Who does he /she report to?	
How large is your diversity staff?	

Goal# 2 - Fully Utilize Communication and Focus Groups to Improve the Workforce Cultural Climate.

Focus – COMMUNICATION

OpTask Diversity Workforce Assessment Tool

Do you have a diversity comms plan?	
Do you have a diversity website?	
How are you communicating the Coast Guard's diversity message?	
Compare this with how you communicate safety, readiness, etc.	
How many times annually do you communicate your diversity message?	
Focus - CULTURE	
Report the date of your last climate survey.	
How are you assessing the culture climate at your unit?	
What questions were asked related to diversity?	
What significant variances did you identify? What actionable items resulted from these findings?	
Goal# 3 - Expand Outreach to Achieve Access Opportunity	
Focus – RECRUITING	
What outreach efforts relating to diversity have you personally participated in?	
What outreach events does your Unit/ Command/Sector/District support?	
What national diversity organizations do you affiliate with?	
How do you involve JO's / Senior Enlisted with diversity outreach?	
How does your Unit/Command/Sector/District support recruiting efforts at K-8? 9-12, college and job fairs?	

Goal# 4 - Ensure Equitable Hiring and Career Opportunity for all Employees.

Focus – RETENTION

Identify retention shortfalls by ethnicity/race.	
What are the causitive factors?	
What are you doing to address these shortfalls?	

Focus – PROMOTION / SELECTION

Identify key / career enhancing positions in your area of responsibility.	
What is the diversity makeup of personnel serving in these positions? Where are the shortfalls?	
What will you do to address these shortfalls?	

Focus – DEVELOPMENT / ASSIGNMENT

List the major awards for your Unit/ Command/Sector/District. How many personnel, based on gender, ethnicity, have been submitted for awards and received them? What is their diversity makeup?	
Are there any diversity specific awards for your Unit/ Command/Sector/District? If so, what are they?	
Identify key career milestones by specialty within your Unit/ Command/Sector/District.	
What is the diversity make-up of personnel at these career points?	
What actions will be taken to ensure diversity and a climate of inclusion at these key career points?	

Focus – MENTORING

Does your community have a formal mentoring regimen?	
What is this process?	
What is senior management’s role in the mentor program?	
How is the mentor program administered and coordinated?	
Is there formal training for mentors/mentees?	
Is there a formal feedback mechanism in place to measure mentor/mentee satisfaction?	
Are metrics in place to measure the success of the program?	
What resources (financial/IT) are required for the program?	

Goal# 5 - Optimize Training and Education to Underscore the Value of Workforce Diversity

Focus – TRAINING / EDUCATION

How do you train your Unit/ Command/Sector/District on your expectations with regard to diversity?	
How do you ensure this training is effective in meeting your diversity objectives?	

