

Best Practices Organizational Assessment Tool

Purpose: This assessment tool is designed to assist your organization in determining where and what best practices are currently in place and what areas require further improvement in order to align with best practices in workforce development. This assessment tool assesses organizational best practices in : organization commitment to racial equity, recruitment and hiring, staff retention, and professional development.

Definition of Best Practices: According to the OWL Collective Policy & Best Practices Working Group a best practice is a tool, method, or program that is successful, measurable and replicable across organizations and recognizes that each individual, family, and community has unique needs that come from a historical and social context related to privilege, oppression, and systemic barriers. Best practices work towards interrupting racism and other injustices that we know exist on every level.

To access the full definition of best practices as defined by the OWL Collective Policy & Best Practices Working Group click this [link](#).

Disclosure: In order to most effectively assess organizational best practices, it is important for organizational leadership to understand the importance of honest reflection by staff members. Honest reflection and evaluation should be encouraged and supported by organizational leadership in an effort to accurately assess for areas of growth.

Contact Information: If your organization has questions about using this assessment tool, please contact Claire Pope, LNPWI Program Manager at claire.pope@temple.edu

How to use the Best Practices Organizational Assessment

For each question below, select the number that best reflects the organization you are assessing, according to the following rubric:

1. Strongly Disagree
2. Disagree
3. Neutral
4. Agree
5. Strongly Agree

After completing response questions for each category, review responses to identify areas in need of improvement. Create specific organizational goals to address the area in which could be improved.

Organization Commitment to Racial Equity

For each question below, select the number that best reflects the organization you are assessing, according to the following rubric:

1. Strongly Disagree
2. Disagree
3. Neutral
4. Agree
5. Strongly Agree

After completing response questions for each category, review responses to identify areas in need of improvement. Create specific organizational goals to address the area in which could be improved.

The organization incorporates race equity into its mission, vision, and/or values statements (15) 1 2 3 4 5 Unknown

The organization has published an organizational commitment to racial equity (15) 1 2 3 4 5 Unknown

The organization has a department/ and or a designated space to have conversations around racial equity 1 2 3 4 5 Unknown

The organization is responsive to grievances discrimination or bias 1 2 3 4 5 Unknown

For each of the following, the group is diverse across demographics and perspectives and reflects the communities that are most impacted by its work: (15)

Board 1 2 3 4 5 Unknown

Staff 1 2 3 4 5 Unknown

Volunteers 1 2 3 4 5 Unknown

Organizational Partners/Allies 1 2 3 4 5 Unknown

Community Supporters/Local Donors 1 2 3 4 5 Unknown

The organization communicates to its stakeholders and supporters its values and work around racial justice

1 2 3 4 5 Unknown

Areas of Growth

Goals

Recruitment & Hiring Practices

For each question below, select the number that best reflects the organization you are assessing, according to the following rubric:

1. Strongly Disagree
2. Disagree
3. Neutral
4. Agree
5. Strongly Agree

After completing response questions for each category, review responses to identify areas in need of improvement. Create specific organizational goals to address the area in which could be improved.

The organization follows best practices in recruitment and hiring, including: posting salary ranges, considering “equivalent experience” as comparable to formal education, and/ or anonymized reviews of applications (15)

1 2 3 4 5 Unknown

The organization hires candidates with a criminal record

1 2 3 4 5 Unknown

The organization uses inclusive language when writing job descriptions to include people with disabilities and other marginalized identities

1 2 3 4 5 Unknown

The organization has internal hiring policies to address hiring inequities and promote outreach, recruitment, and retention of marginalized communities, specifically people of color (15)

1 2 3 4 5 Unknown

The people who work for the organization are diverse in terms of age, race, class, gender, sexual orientation, ethnicity, culture, or other forms of diversity (15)

1 2 3 4 5 Unknown

Areas of Growth

Goals

Staff Retention

For each question below, select the number that best reflects the organization you are assessing, according to the following rubric:

1. Strongly Disagree
2. Disagree
3. Neutral
4. Agree
5. Strongly Agree

After completing response questions for each category, review responses to identify areas in need of improvement. Create specific organizational goals to address the area in which could be improved.

The organization provides staff with regular supervision and support in processing work related challenges

1 2 3 4 5 Unknown

The organizations upper management is transparent in their leadership and are approachable by all staff members within the organization

1 2 3 4 5 Unknown

The organization provides staff the ability to provide explicit feedback about programming and day to day activities through a chain of command

1 2 3 4 5 Unknown

The organization has a clear grievance policy and procedure in place that allows for staff to feel heard about their concerns

1 2 3 4 5 Unknown

The organization provides all staff with opportunities of career advancement

1 2 3 4 5 Unknown

The organization is responsive to staff grievances of discrimination or bias

1 2 3 4 5 Unknown

Areas of Growth

Goals

Professional Development

For each question below, select the number that best reflects the organization you are assessing, according to the following rubric:

1. Strongly Disagree
2. Disagree
3. Neutral
4. Agree
5. Strongly Agree

After completing response questions for each category, review responses to identify areas in need of improvement. Create specific organizational goals to address the area in which could be improved.

The organization provides opportunities for staff to engage in training that supports learning about working with diverse populations

1 2 3 4 5 Unknown

The organization encourages racial competency trainings available on an ongoing basis to staff, board and volunteers (15)

1 2 3 4 5 Unknown

The organization creates opportunities and space for personal reflection of biases and other forms of self-reflection that is needed to work with diverse groups

1 2 3 4 5 Unknown

The organization provides training that keeps staff up to date on language best practices with diverse populations. Some of these include: person first language and pronouns

1 2 3 4 5 Unknown

The organization provides training on micro aggressions, implicit and explicit bias, and other discriminatory practices

1 2 3 4 5 Unknown

Areas of Growth

Goals

This assessment was adapted from the “REJI Organizational Assessment” by Washington Race Equity & Justice Initiative in: REJI Organizational Race Equity Toolkit (15).