Analyzing Information

Personnel

*This worksheet was created by The Denver Foundation's Inclusiveness Project
(www.nonprofitinclusiveness.org) to support organizations doing inclusiveness work.*

Users are encouraged to customize the worksheet to meet the needs of their respective organizations.

Instructions
- Refer to **Compiling Results; Compiling Other Information; Compiling Likert Scale Responses;** and **Compiling Narrative Responses.**
- Select and review the information that pertains to personnel.
- Answer the questions below.

Available Facts

Are there any ways in which your organization's staff is more or less diverse than your community?

Are there any ways in which your staff is more or less diverse than other organizations in your field?

Are there any best practices from the field regarding recruitment and retention of staff that are useful to you?

Can you identify any trends related to recruiting and retaining staff that are relevant to your inclusiveness initiative?

Did you notice anything else about recruiting and retaining staff from the results of the existing data scan?

Stakeholder Perspectives
Are there any salient themes about staff recruitment and retention that were identified by a majority of your stakeholders?

In what ways are the organization's practices regarding staff recruitment and retention perceived by different stakeholder groups to be effective or ineffective?

Do stakeholders believe that the organization is successful in identifying and recruiting staff members of color? In what ways do stakeholders perceive your organization to be successful or unsuccessful?

Do stakeholders believe that the organization is successful at retaining staff members of color?

Are there any stories or strongly held beliefs regarding recruitment and retention of staff members of color that were identified by stakeholders?

Are there any significant inconsistencies in perspectives among groups of stakeholders regarding recruitment and retention of staff members of color?

Can you identify any trends about how your organization recruits and retains staff of color based on the perspectives of your stakeholders?

Did you notice anything else regarding the stakeholder perspectives in relation to recruitment and retention of staff members of color?

Is there any additional information related to staff that currently isn't available that you would like to collect in the future?
_____ yes _____ no

If YES, what information would be helpful?

Name of Organization _____

Date Exercise Completed _____