

**Coalition for Diversity in Real Estate
Company Diversity, Equity, & Inclusion (DEI) Worksheet - Short Version**

Overview: This worksheet is a tool for companies to develop and track Diversity, Equity, and Inclusion. Please don't feel intimidated, as no company has perfected all areas of DEI. The goal is to identify and celebrate any progress made, as well as map out a few steps to take that can be most impactful to your organization.

Best Practice Tips:

- Any working team can start the work. Senior leadership involvement at some stage is ideal.
- This can be refreshed periodically to track practice and update goals.
- Can be applied to smaller divisions within very large organizations.

Current DEI Status

Item	Yes	No / Don't Know	In Process or Planned
Diversity Statistics Measurement			
Has the company measured diversity statistics of employees?			
Performance Assessments			
Has your company reviewed your performance assessment process to find ways to reduce bias?			
Do you have performance assessment templates specific to different positions, to improve consistency of assessments and reduce bias?			
Hiring and Promotions			
Does the company have strategies to reach and recruit from underrepresented groups?			
Has your company reviewed your hiring and promotion processes to find ways to reduce bias?			
Mentoring & Sponsorship			
Does the company have any programs for employees from underrepresented groups? Examples: mentorship/sponsorship programs, employee resource or affinity groups			
Policies			
Does the company have an identified DEI working group? Such as senior leadership or a DEI committee.			
Does the company have a paid family leave policy?			
External Diversity Initiatives			
Does the company participate in any industry DEI programs?			

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DEI Reflection

- What accomplishments has the company made? How can you celebrate that work?
- What DEI work would the company like to focus in the near-term?
- What are a couple small steps the company would like to take in the next 12-18 months?