“Two Tools to Help Your Entity with its Diversity and Inclusion Efforts”

The ABA Center for Racial and Ethnic Diversity has created two tools to help ABA entities in evaluating their diversity and inclusion efforts:

1. “Evaluation Tool for Programs” to be used to evaluate specific entity programs or presentations.

2. “Diversity & Inclusion Self-Assessment Tool for ABA Entities” to be used to evaluate entity’s overall diversity and inclusion efforts.
Evaluation Tool (Metrics)
For Programs

Program Title: _________________________________________________________

Program Date/Time: ___________________________________________________

Program Location: ___________________________________________________

Program Sponsor(s): ___________________________________________________

Evaluator: _________________________________________________________

Program Description and Speaker Names:


**Information below must be completed by assigned Program Evaluators.**

1. State your relationship to the entity you are evaluating.

<table>
<thead>
<tr>
<th>Member</th>
<th>Non-Member</th>
<th>Officer</th>
<th>Committee Chair</th>
<th>Diversity Committee Member</th>
<th>Speaker</th>
<th>Audience Participant</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>●</td>
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</tr>
</tbody>
</table>

2. The description noted in the Meeting Program Book aligned with what occurred during the program.

<table>
<thead>
<tr>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Neither Agree nor Disagree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>●</td>
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</table>

3. There was an appropriate introduction about the program provided on-site (for example, setting the tone, expressing the purpose, giving the agenda, etc.).

<table>
<thead>
<tr>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Neither Agree nor Disagree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
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<td>●</td>
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</table>

4. Please rate the program speakers relative to the following statements.

   - **The speakers were subject-matter experts.**
     - \( \text{Strongly Agree} \) ●
     - \( \text{Agree} \) ●
     - \( \text{Neither Agree nor Disagree} \) ●
     - \( \text{Disagree} \) ●
     - \( \text{Strongly Disagree} \) ●

   - **Speakers delivered their information well (e.g., they were informative and engaging).**
     - \( \text{Strongly Agree} \) ●
     - \( \text{Agree} \) ●
     - \( \text{Neither Agree nor Disagree} \) ●
     - \( \text{Disagree} \) ●
     - \( \text{Strongly Disagree} \) ●

   - **The number of speakers was appropriate for this program.**
     - ●
     - ●
     - ●
     - ●
     - ●

   - **The diversity of the speakers was appropriate for this program (e.g., age, race/ethnicity, gender, LGBT, disability).**
     - ●
     - ●
     - ●
     - ●
     - ●

5. The attendees seemed to be engaged in the program (e.g., attentive to speakers, taking notes, asking questions).
6. Program attendees received an evaluation form either on-site or electronically?

- Strongly Agree
- Agree
- Neither Agree nor Disagree
- Disagree
- Strongly Disagree

   Yes  No

7. The room and the content of the program were accessible to attendees with visible and non-visible disabilities and provided them with the optimum experience.

- Strongly Agree
- Agree
- Neither Agree nor Disagree
- Disagree
- Strongly Disagree

8. Attendees were able to register easily on-site without apparent confusion.

- Strongly Agree
- Agree
- Neither Agree nor Disagree
- Disagree
- Strongly Disagree
- Not Applicable

9. Estimated number of participants excluding speakers?

- 1-10
- 11-25
- 26-50
- 51-75
- 76-100
- 100+

10. Is the start time allotted for the program appropriate? If not, why?

- Yes
- No
- Why

11. The program contained the appropriate accommodations to ensure and encourage participation from all attendees (e.g. room set-up was accessible, interpreters, program and evaluation format and materials were provided in a manner in which all can provide meaningful feedback and participation, etc.)?

- Yes
- No
12. The program speakers and materials were appropriately sensitive to, and addressed, the diversity goals of the ABA and the legal profession?

Yes ☐ No ☐

1. Please identify two of the most effective features of this program and explain why?

(1) ____________________________________________________
____________________________________________________________________

(2) ____________________________________________________
____________________________________________________________________

2. Identify at least one way that this program could be improved the next time?

____________________________________________________________________
____________________________________________________________________

Additional Comments:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Thank you for your evaluation of this program.

Please submit the completed evaluation within 2 weeks of the program.

Submit the form to:
**Diversity & Inclusion Self-Assessment Tool for ABA Entities**

*(Your responses will remain confidential)*

### Key Steps for Increasing Entity Diversity

<table>
<thead>
<tr>
<th>Assessment of Diversity and Inclusivity</th>
<th>Yes/No/Unsure</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Leadership and Commitment</strong></td>
<td></td>
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</tr>
<tr>
<td>1. The entity has diversity &amp; Inclusion as a key element of its strategic plan.</td>
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<tr>
<td>2. The entity has made an effort to help its leadership understand and accept the importance of diversity &amp; Inclusion in the ABA.</td>
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<tr>
<td>3. The entity has a committee dedicated to assessing the entity’s membership and equal opportunity initiatives.</td>
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<tr>
<td>4. The person who chairs the entity’s diversity committee is in a leadership role with access to the entity’s leadership.</td>
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<tr>
<td>5. The entity’s leadership endorses or actively champions the entity’s diversity &amp; Inclusion initiatives.</td>
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<tr>
<td>6. Diversity – in the form of inclusion – is reflected in the mission and vision of the entity.</td>
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<tr>
<td>7. The entity has a definition of diversity.</td>
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<tr>
<td><strong>Recruitment and Retention</strong></td>
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<tr>
<td>8. The entity creates an environment in which diverse members (as defined by the entity) can envision themselves in leadership positions.</td>
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<tr>
<td>9. The entity actively recruits diverse membership.</td>
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<tr>
<td>10. The entity casts a broad net to identify diverse member recruits by advertising in various publications, spreading the word to law schools or other ABA outlets.</td>
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<tr>
<td>11. Everyone is seen, as part of the entity’s diversity and the goal is to make everyone’s needs and concerns a part of the mainstream diversity &amp; Inclusion effort.</td>
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<tr>
<td>12. Entity leadership is recruited from a diverse pool of candidates.</td>
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<td></td>
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<tr>
<td>13. The entity provides training on diversity or implicit bias.</td>
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<tr>
<td><strong>Representation/Demographics</strong></td>
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<tr>
<td>14. There are plenty of diverse members in the entity but not many in entity leadership.</td>
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<tr>
<td>15. Diverse members are represented in the entity’s leadership.</td>
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<td></td>
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<tr>
<td>16. There are many diverse members in the entity.</td>
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<tr>
<td>17. The entity maintains demographic data on its members.</td>
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<tr>
<td>18. Diverse members serve in the entity’s council/officer leadership or comparable higher levels of the entity.</td>
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<tr>
<td>19. Diverse members serve as entity chair</td>
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<tr>
<td>20. The entity has had a diverse member serve as entity chair.</td>
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<tr>
<td>21. At the highest levels, diverse members are treated as an integral part of the entity: i.e. the entity’s leaders involve diverse members in important committees and projects.</td>
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</tbody>
</table>
### External Face of the Entity

22. The entity prominently displays its commitment to diversity & inclusion in its collateral, such as its marketing brochures, advertising, and website.

23. The entity participates in programs to increase diversity & inclusion in the legal profession.

24. The entity is known as a place where all kinds of people succeed.

25. Opportunities for cross-cultural mentoring exist and are encouraged to bring diverse members into leadership positions.

26. There is a system in place to communicate openings and opportunities within the entity.

27. People from different races, ethnicities, genders, sexual orientations, religions and physical abilities are seen as resources to the entity and participate in public facing entity activities to represent the entity.

28. People from different races, ethnicities, genders, sexual orientations, religions and physical participate in public related entity activities to represent the entity.

29. State your relationship to the entity you are evaluating:
   - Member, Non-member, Officer, Committee Chair, Diversity Committee Member, Speaker, Audience Member, Other

### Scoring:

Yes answers indicate progress toward diversity initiatives

Each entity can determine the weight to be given to each category.

### Recommendations: (Optional)

A. Please list the three things this entity is doing well in terms of creating and sustaining a diverse, inclusive environment:

1. 

2. 

3. 

B. The top three priorities for increasing this entity’s commitment to diversity and inclusion should be:

1. 

2. 

3. 

C. This entity should create a timeline for taking action on these priorities by: (date)

___________________________________________________________________

Additional Comments:

___________________________________________________________________

___________________________________________________________________
This evaluation is intended to be anonymous. Completion of this page is optional.

Name

Law Firm/Organization

Address

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

Telephone

Email