## **TOOLKIT RESOURCE #22**

**Employee Assessment** 

#### Thank you for taking the time to complete this 5 to 7 minute survey.

The purpose of this survey is to help us gather employees' thoughts and attitudes around different issues related to diversity and your experiences as a part of [Company Name]. The survey will help us in developing programs to become a more welcoming workplace. Anything you put on this survey will be CONFIDENTIAL! You will be given an envelope to seal your survey before dropping it in the response box. When the data has been analyzed a summary of the survey results will be available.

Please do not put your name on the survey itself. The answers are CONFIDENTIAL so that you can be free to be open and honest.

**INSTRUCTIONS:** To complete the survey, please read each statement and let us know if you 'Strongly Disagree', 'Disagree', are 'Neutral', 'Agree' or 'Strongly Agree' with each statement by putting a check in the box. For example:

STATEMENT	Strongly Disagree	Disagree	Neutral	Agree	Stronly Agree
I feel like this survey is important.					$\checkmark$

STATEMENT	Strongly Disagree	Disagree	Neutral	Agree	Stronly Agree
1. I make an effort to help coworkers if they are having trouble in their job.					
2. I feel like I am appreciated as an individual here.					
3. I am familiar with [Company Name]'s harassment policy.					
4. I feel comfortable talking about my cultural background at work.					
5. Employees with disabilities "fit in" really well with everyone at [Company Name].					
<ol> <li>6. I avoid generalizing the behavior of one person to an entire group.</li> <li>(e.g, "All women are" "All black people are")</li> </ol>					
<ol> <li>Hiring employees from different backgrounds makes [Company Name] a less productive company.</li> </ol>					
8. [Company Name] is flexible in trying to meet my individual needs as an employee.					
9. If I thought a coworker was being discriminated against, I would talk to HR about the situation.					
10. I believe young employees are as valuable as older employees.					
11. I make an effort to help new employees fit in.					
12. I apologize when I've offended someone.					

# **TOOLKIT RESOURCE #22**

Employee Assessment

## Welcoming Workplaces

STATEMENT	Strongly Disagree	Disagree	Neutral	Agree	Stronly Agree
13. Younger employees "fit in" really well with everyone at [Company Name].					
14. Some of my friends at work are different from me in age, race, gender, or cultural background, etc.					
15. I believe Acadian employees are as valuable as other employees.					
16. HR takes action to stop discrimination after a complaint has been made.					
17. I believe employees from different backgrounds are not as capable as employees who "fit in" better.					
18. I feel like I am judged by my coworkers because of my diverse background.					
19. I believe African Nova Scotian employees are as valuable as other employees.					
20. I'm interested in the ideas of people who don't think the same way that I do.					
21. Employees from different religious backgrounds "fit in" really well at [Company Name].					
<ol> <li>If I thought a coworker was being discriminated against, I would talk to my supervisor about the situation.</li> </ol>					
23. I believe employees who are immigrants are as valuable as other employees.					
24. Employees from different cultural backgrounds "fit in" really well at [Company Name].					
25. My supervisor takes action to stop discrimination after a complaint has been made.					
26. Having a diverse workforce is important to [Company Name].					
27. I believe an employee who speaks English as a second language is not as efficient as employees who speak English as a first language.					
<ol> <li>Hiring employees from different backgrounds makes [Company Name] a less enjoyable place to work.</li> </ol>					
29. I make an effort to help new employees feel welcome.					
30. I believe First Nation employees are as valuable as other employees.					
31. I respect my co-workers' opinions even when I disagree.					
32. [Company Name] celebrates staff diversity.					
33. When an individual with a disability is hired it is usually to make the company look good.					
34. When an individual from a different cultural background is hired it is usually because of their background not because they were the best person for the job.					
35. I believe employees with a disability are as capable as other employees.					
36. I try to get to know people at work who are different from me.					
37. It is [Company Name]'s responsibility to accommodate employees with disabilities so that they are able to be successful in their jobs.					

## **TOOLKIT RESOURCE #22**

Welcoming Workplaces

Employee Assessment

STATEMENT	Strongly Disagree	Disagree	Neutral	Agree	Stronly Agree
38. I feel like the people who work here are a team.					
39. I feel like I am judged by my supervisor because of my diverse background.					
40. There are a few employees here that just don't get along with everyone else.					
41. I try to make sure coworkers who are different from me are respected.					

Age:	Under 20	🛛 21 - 25	🗌 26 - 30	🛛 31 - 35	□ 36 - 40				
	🗌 41 - 45	46 - 50	🔲 51 - 55	Over 55					
Sex:	□ M □ F								
What is your job title:									
If you feel that your job title may reveal who you are please feel free to leave this question bank. Thank you!									

#### ADDITIONAL COMMENTS