

A First Step: Assess the strengths and weaknesses of your age-inclusive initiatives⁸

Instructions

1. Use the worksheet to evaluate the strengths and weaknesses in different facets of your age-specific diversity and inclusion initiatives.
2. For each question, award 1 point per “yes”. A maximum score of 3 is possible for each facet.
3. Tally your scores at the end. The lowest scores represent areas of potential weakness in your programs.
4. Consider asking several members of your HR staff to fill out this worksheet separately, and then use the worksheet answers as a jumping-off point for discussion. Do they agree on each of the facets? If not, why? And what actions will you take in order to increase your score?

Leadership	In the past two years, has your organization's top leader (CEO or president) strongly communicated the importance of age diversity, inclusion, and equity to members of your organization?	
	Does your organization provide supervisor training for managing a multigenerational work team?	
	Does your organization provide supervisor training for providing career advice to employees at different stages of their careers?	
	TOTAL LEADERSHIP SCORE	
Organizational Climate	Does the culture of your organization emphasize equity between and inclusion of employees of different age groups?	
	Does the culture of your organization emphasize equity between and inclusion of employees of different career stages?	
	Does the culture of your organization emphasize equity between and inclusion of employees with varying accessibility considerations?	
	TOTAL ORGANIZATIONAL CLIMATE SCORE	
HR Practices	Does your organization make job assignments fairly, based on competencies, regardless of employees' career stage?	
	Does your organization provide opportunities for development in an evenhanded manner, regardless of employees' career stage?	
	Does your organization make decisions about layoffs in an evenhanded manner, regardless of employees' career stage?	
	TOTAL HR PRACTICES SCORE	