

**2010 CRHRA
Tech Valley Diversity Award
Nomination Form - Instructions**

In order to be considered for the **2010 CRHRA Diversity Award**, please complete the following questionnaire.

This application/nomination process should take 15-20 minutes to complete online.

Your individual responses will remain confidential and will only be seen by faculty members from the College of St. Rose who are serving as consultants for this project and are experienced in ethical research methods. The only information provided to CRHRA will be the organizations that have been nominated, the nominating person's contact information from each organization, and final ranking when the application process is completed.

If you have any questions regarding the nomination form or the selection process, please contact

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When completing this nomination form, please feel free to include any additional information that you feel will make your nomination stronger. (Examples can include advertisements, information for recruits/employees, training material, or other reports/documents sharing your diversity efforts and positive impact within your organization.)

Thank you for your participation and willingness to advocate for a diverse and inclusive workforce!

Instructions:

Please answer each question as completely and honestly as possible. When considering your responses, please be sure to answer based solely on your Capital Region office(s).

Part 1: Organizational Information

Name of Organization:

Address:

Person Completing Form:

Job Title:

Phone Number:

E-mail Address:

Is your organization:

- For profit
- Not for profit
- Governmental

How would you classify your organization? (Please check one category only)

- Manufacturing
- Agriculture
- Mining
- Contract construction
- Transportation or other public utility
- Wholesale trade (machinery, equipment, supplies, etc.)
- Retail trade
- Finance, insurance, real estate
- Services (business, health, educational, etc)
- Other, please specify below

Number of FTE in Capital Region office location(s): _____

Who has the lead responsibility for managing diversity within your organization?

What is your organization's mission statement? (insert text box)

Part 2: Survey of Organizational Climate

Please indicate your level of agreement with each of the following statements regarding your organization.

Our new employees are hired based on their skills and abilities, regardless of their gender, age, ethnicity, religion or sexual orientation.

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

Employees are promoted based on their skills, abilities and experience, regardless of their gender, age, ethnicity, religion or sexual orientation.

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

All employees are encouraged to apply for new job opportunities that fit their experience, skills and career goals.

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

All of our employees have access to adequate professional developmental and training opportunities.

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

Our organization has clearly stated and communicated policies regarding acceptable employee behavior.

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

When an employee reports an incident of discriminatory behavior, the situation is dealt with fairly.

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

Our organization recognizes the contributions of all employees who excel at their jobs.

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

Our company bases rewards and recognition on actual accomplishments, regardless of their gender, age, ethnicity, religion or sexual orientation.

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

There is diverse staff throughout all levels of the organization.

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

Our organization links incentive pay or compensation to diversity efforts.

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

Our organization is effective in maintaining a diverse and inclusive workforce.

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

Part 3: Organizational Practices

Which of the following activities does your company use to increase the recruitment of individuals from under-represented groups? Please select all that apply.

- Participation in minority job fairs
- Outreach to student groups
- Directed mentoring efforts
- Involvement of employer committees
- Creation of affinity groups
- Community involvement/outreach

Which of the following activities does your company use to increase the retention of individuals from under-represented groups? Please check all that apply.

- Directed mentoring efforts
- Involvement of employer committees
- Creation of affinity groups
- Inclusion of diversity topics at meetings
- Career advancement/development opportunities
- Training and development offered
- Benefits that include non-traditional family options
- Work-life balance
- Recognition of diversity champions
- Community involvement/volunteer opportunities
- Meeting the needs of employees with unique barriers to work

In which of the following ways does your organization actively leverage diversity? Please select all of the following that have occurred in your organization within the last 12 months.

- Using employees of all backgrounds to recruit new employees
- Integrating diversity into the organization's business strategies
- Meeting the needs of customers with unique needs
- Utilizing diverse experience levels on projects/assignments
- Ensuring leadership development programs reach all employees
- Using employees of all backgrounds as mentors to help employees improve their personal performance
- Attracting customers of a particular market or demographic
- Increasing productivity with motivation techniques that apply to a variety of employees
- Conducting culture audits to benchmark diversity programs against competitors

Which of the following training programs have been conducted in your organization?
Please select all of the following that have occurred in your organization within the last 12 months.

- Anti-discrimination training
- Diversity awareness training
- Cultural awareness training
- Diversity management/leadership training
- Diversity knowledge/skills-based training
- Anti-harassment training
- No diversity training offered in the past 12 months

Please provide a brief write-up or supporting documentation demonstrating your initiative(s) (optional).