

# Age Diversity & Inclusion Worksheet

EVALUATING YOUR ORGANIZATION FOR RESPECT, INCLUSION, AND EQUITY

Evaluate the strengths and weaknesses of your age diversity and inclusion initiatives by distributing this survey to your employees. A maximum score of 3 is possible for each section. The lowest scores represent areas of potential weakness in your programs. You can use any patterns that surface — do the scores vary widely by business units, age of respondents, tenure of employee? — as a jumping-off point for discussions.

## Leadership

CHECK  
IF YES

In the past two years, has your company's/organization's top leader (CEO or president) strongly communicated the importance of age diversity, inclusion, and equity to members of your organization?

Does your company provide supervisor training for managing a multigenerational work team?

Does your company provide supervisor training for providing career advice to employees at different stages of their careers?

TOTAL LEADERSHIP SCORE. AWARD 1 POINT PER "YES"

## 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 of different generations?

TOTAL ORGANIZATIONAL CLIMATE SCORE. AWARD 1 POINT PER "YES"

# HR Practices

Does your organization make job assignments fairly, based on competencies, regardless of employees' age?

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Does your organization provide opportunities for development in an evenhanded manner, regardless of employees' age?

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Does your organization make decisions about layoffs in an evenhanded manner, regardless of employees' age?

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**TOTAL HR PRACTICES SCORE. AWARD 1 POINT PER "YES"**