

2022 Equity & Inclusion Organization Assessment

FREQUENTLY ASKED QUESTIONS

Q1: Who should complete the assessment?

The assessment is designed for corporations, small businesses, institutions, and nonprofit organizations in all industries. The company/organization must have at **least five employees** and be located in the **12-county Houston region** (Austin, Brazoria, Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery, San Jacinto, Walker, Waller, Wharton counties).

Q2: Is there a cost to complete the assessment?

The fee is \$500 for non-Partnership members. The assessment is free to 2022 Partnership members.

Q3: Is the assessment confidential?

Yes. All data submitted through the assessment is confidential. Only your company will receive your Best Practices scores. All data included in the Regional Aggregate Report is shared as collective results for all assessment participants and no individual data is included.

Q4: What questions are included in the assessment?

Review a [PDF of the assessment questions](#) and view the [2021 assessment launch webinar video](#) and demo (25:00-36:00) of the online assessment tool.

Q5: When is the assessment open?

The Assessment will be available from March 1–May 1, 2022.

Q6: If we are a multinational/global company, what data should we include in our responses?

Please only submit demographic data and best practices for your company's operations in the 12-county Houston region. Data for other geographic areas should not be included.

Q7: How long does the assessment take to complete?

Entering data into the online assessment tool takes approximately **30 minutes**. It is difficult to estimate how long it will take you to gather and compile your data as each company/organization is different and it could range from 1-4 hours.

Q8: What information do I need to complete the assessment?

Please enter the following **data for the year 2021**: workforce, board, and senior management demographics by race and gender, supplier spending/purchasing with minority business enterprises (MBE), and organizational best practices for diversity and inclusion. Please view the [assessment questions](#) for more details.

Q9: What will I receive after completing the assessment?

Participants will immediately receive their best practices score and a list of suggested resources that can be helpful for internal planning. After the assessment closes, participants will receive their individual scorecard.

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Q10: How can others in my organization complete the assessment?

The assessment link and password may be shared with as many contacts at your company/organization as needed to provide a thorough response and complete the section applicable to their division/line of business.

Q11: What if I need to stop in the middle of completing the assessment?

Your progress is saved as you go. You or anyone else working on the assessment can return to the link later to finish and submit the assessment.

Q12: Can I print or save my answers?

Before submitting the assessment, you will have the option to save your answers as a PDF. After submission you will also have the option to save your best practices scores.

Q13: What if I accidentally submit responses before I complete the assessment?

Please contact LaTanya Flix at lflix@houston.org if you submit your responses before completion. We can send you a link to get back into your assessment and make changes.

Q14: What do I do if I forget the link and password for my company/organization?

Please contact LaTanya Flix at lflix@houston.org.

Q15: When will we get assessment results?

After you submit your assessment, you will immediately receive your best practices scores across the 15 DEI Best Practice categories included in the assessment and access to the Best Practices Library. Approximately 60 days after submission, all participants will receive their individual scorecard.

Q16: Why should my organization participate?

The Global DEI (Diversity, Equity and Inclusion) Benchmark best practices used in the assessment are tangible strategies to enhance DEI and help you create a roadmap and key performance indicators. The assessment allows your organization to examine its DEI efforts in practice, whether you are just beginning or have a sophisticated DEI strategy in place.

Thank you for your interest!

For more information, contact LaTanya Flix, SVP Diversity, Equity and Inclusion at lflix@houston.org.