

2023 FREQUENTLY ASKED QUESTIONS

<https://www.houston.org/DEassessment>

Q1: Who should complete the assessment?

The regional assessment is a resource for corporations, small businesses, institutions, and nonprofit organizations. The company/organization must have at **least five employees** and be in the **12-county Houston region** (Austin, Brazoria, Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery, San Jacinto, Walker, Waller, Wharton counties). View [list of 2021 participants](#).

Q2: Is there a cost to complete the assessment?

The fee is \$500 for non-Partnership members. The assessment is free to 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 and scorecard. Data included in the regional benchmark is aggregated for all assessment participants and no individual company/organization data or identifying information is shared.

Q4: What questions are included in the assessment?

Review [the assessment questions](#). Data requested in the assessment should be reported for January 1 – December 31, 2022.

Q5: When is the assessment open?

The Assessment will be available from April 1–June 1, 2023.

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 January 1-December 31, 2022**: 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. After the assessment closes, participants will receive their individual company/organization scorecard and industry benchmarking fact sheets will be available on our website.

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<https://www.houston.org/DEIassessment>

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

The assessment link and password may be shared with as many contacts with 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 our team at DEIAssessment@houston.org if you submit your responses before completion. We can send you a link to regain access to your assessment responses.

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

Please contact our team at DEIAssessment@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 Houston Regional Assessment is based on the Global DEI Benchmarks – a codified set of 15 standards and one-stop resource to analyze your organization’s current state and identify proven practices to improve and sustain diversity, equity and inclusion. The assessment provides a roadmap to enable your organization to examine its DEI efforts, whether you are just beginning or have a sophisticated DEI strategy in place.

Thank you for your interest!

For more information, contact our team at DEIAssessment@houston.org.