



DIVERSITY TRAINING REPORT

Commission on Equity and Inclusion

2023

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EXECUTIVE SUMMARY

The Commission on Equity and Inclusion (CEI) plays a critical role in monitoring and supervising supplier and workplace diversity training initiatives within the State of Illinois. As part of this mission, CEI launched two key surveys in calendar year 2023: the Workplace Diversity Training Survey and the Procurement Supplier Diversity Training Survey. These surveys were developed to gather comprehensive data on diversity training programs within state agencies, boards, commissions, and public institutions of higher education (PIHEs) to assess these initiatives' effectiveness and identify areas for improvement. This initiative is directly tied to CEI's statutory obligation under Section 40-10(5) of the CEI Act to oversee the implementation of diversity training within the Illinois workforce, including workplace and procurement diversity practices.

Purpose and Design of the Surveys

CEI designed and distributed two surveys in July 2023 to ensure these diversity initiatives function effectively. The Workplace Diversity Training Survey was sent to HR staff across Illinois agencies, boards, commissions, universities, and colleges using numerous email groups, which included agency directors, labor staff, and personnel managers. The Procurement Supplier Diversity Training Survey was sent to procurement staff across the same entities using CEI's Business Enterprise Program (BEP) Liaison and Agency Procurement Officer lists. The surveys asked 18 multiple-choice questions to measure the procurement diversity training programs' scope, content, delivery methods, and impact.

Methodology and Data Collection

The feedback from both surveys provided valuable insights into how entities implement diversity training within Illinois' workforce. The surveys were designed to gather detailed information on key aspects of training programs, such as content, delivery methods, employee engagement, and overall effectiveness. 73 responses were received for the Workplace Diversity Training Survey, and 65 were collected for the Procurement Supplier Diversity Training Survey. These responses provide a solid foundation for analyzing the current state of diversity training and identifying gaps and opportunities for improvement. Notably, 15 questions were included in the data analysis, while three questions (one personal and two work-related) were excluded.

Key Findings and Analysis

The results of the surveys revealed a mixed picture of diversity training across state agencies, boards, commissions, and public institutions of higher education. On the positive side, workplace diversity training is being conducted regularly and consistently in many entities, with most respondents indicating that they have formal diversity training programs. However, the data also uncovered a significant need for procurement supplier diversity training improvement. While some entities reported having well-established diversity training programs for procurement staff, many respondents indicated that supplier diversity training was either insufficient or nonexistent.

Workplace Diversity Training Insights

Workplace diversity training is central to advancing inclusive practices and fostering a diverse and respectful work environment across Illinois. The data collected from the survey indicated that most agencies, boards, commissions, and PIHEs have incorporated workplace diversity training as a core component of their professional development programs. Approximately 65% of respondents reported that their workplace diversity training is not only comprehensive but also covers a wide range of critical topics, such as unconscious bias, cultural competency, microaggressions, and strategies for creating inclusive environments.

Despite the broad coverage of topics in many entities, there is room for improvement. One of the key challenges highlighted by the survey results is the need for more consistency in delivering these training programs across all staff levels. While 75% of respondents reported that workplace diversity training is mandatory, many entities need help to ensure the training is available to all employees. A notable portion of respondents (30%) indicated that senior management is not always required to undergo the same level of training, which could contribute to a lack of top-down support for diversity and inclusion initiatives.

Furthermore, the survey revealed that while diversity training is commonly held, the content often does not evolve as quickly as the dynamic landscape of diversity issues. Around 40% of respondents noted that their training content had not been updated in the past year, with some reporting limited engagement with emerging topics. This indicates a need for ongoing updates and more flexible, responsive training content addressing the latest workplace diversity and inclusion challenges.

Another key finding from the survey was the lack of structured feedback mechanisms in most entities. Approximately 45% of respondents stated that they do not have a system to assess the effectiveness of the diversity training programs. Without proper feedback channels, it is challenging for entities to evaluate whether training has translated into meaningful behavioral change or if the content needs adjustment to remain relevant and impactful.

To enhance the effectiveness of workplace diversity training, CEI recommends that entities:

- ◆ Integrate feedback mechanisms to assess the impact of training programs.
- ◆ Provide ongoing updates to training content to reflect the latest developments in diversity and inclusion.
- ◆ Require training for senior management to ensure that leadership sets a strong example.
- ◆ Use a blended learning approach, combining online modules with in-person or live virtual sessions, to ensure greater accessibility and engagement.
- ◆ Encourage greater interactivity in training programs by incorporating case studies, role-playing, and real-life scenarios.

Procurement Supplier Diversity Training Insights

The Procurement Supplier Diversity Training Survey provided critical insights into how procurement staff across Illinois engage with and implement supplier diversity practices. While workplace diversity training appears to be relatively well-established in many entities, the findings suggest that procurement supplier diversity training is still in the early stages of development or faces challenges in ensuring consistent implementation.

The most striking finding was that over half of the respondents (56%) reported that their entity does not provide formal procurement diversity training for staff members involved in the procurement process. Among the entities that provide training, a significant portion (65%) indicated that the training is not sufficiently comprehensive, with many focusing solely on basic procurement policies rather than the strategic integration of diversity and inclusion principles into the procurement process. Many entities reported that their procurement staff lacked training on equitable supplier selection, meeting BEP and Veterans Business Program (VBP) goals, best practices for engaging diverse suppliers, and effectively navigating the complexities of supplier diversity laws and regulations.

One of the challenges that emerged from the survey responses was the inconsistency in how supplier diversity training is integrated into the procurement process. While 78% of respondents from entities with procurement diversity training programs indicated that the training is mandatory for procurement staff, only 43% noted that it is included as part of a formal onboarding process. This gap may result in procurement staff receiving training too late in their career or not receiving it at all.

Additionally, the survey found that nearly 50% of respondents felt their entities lacked the necessary resources or support to implement supplier diversity initiatives effectively. Many indicated that the training was not supplemented with tools, data, or strategies to help them succeed in achieving supplier diversity goals. For instance, training materials often lacked detailed information about identifying diverse suppliers, navigating certification processes, or building relationships with underrepresented vendor communities.

Another notable insight from the survey was that only 36% of respondents reported that their entity tracks the

effectiveness of supplier diversity training. While some entities have begun to measure the number of diverse suppliers engaged, few have developed robust mechanisms to monitor how well their procurement staff integrates diversity principles into their day-to-day work. Without these tracking mechanisms, it's difficult to assess whether the training has significantly impacted diversifying the vendor base or if further training is needed.

To address the gaps identified, CEI recommends that:

- ◆ Procurement diversity training remains mandatory for all procurement staff, focusing on building skills to engage diverse suppliers effectively.
- ◆ Purchasing entities should integrate supplier diversity training into the onboarding process for all new procurement staff to ensure that diversity and inclusion principles are introduced early.
- ◆ A standardized, comprehensive training curriculum that covers the full spectrum of supplier diversity issues, including legal requirements, contracting best practices, and certification processes should be developed.
- ◆ Purchasing entities should implement systems to track supplier diversity training participation and effectiveness, incorporating regular reviews to refine the training based on feedback.
- ◆ Procurement staff should be equipped with tools and resources to assist in identifying and engaging diverse suppliers and guidance on meeting and exceeding BEP and VBP goals.

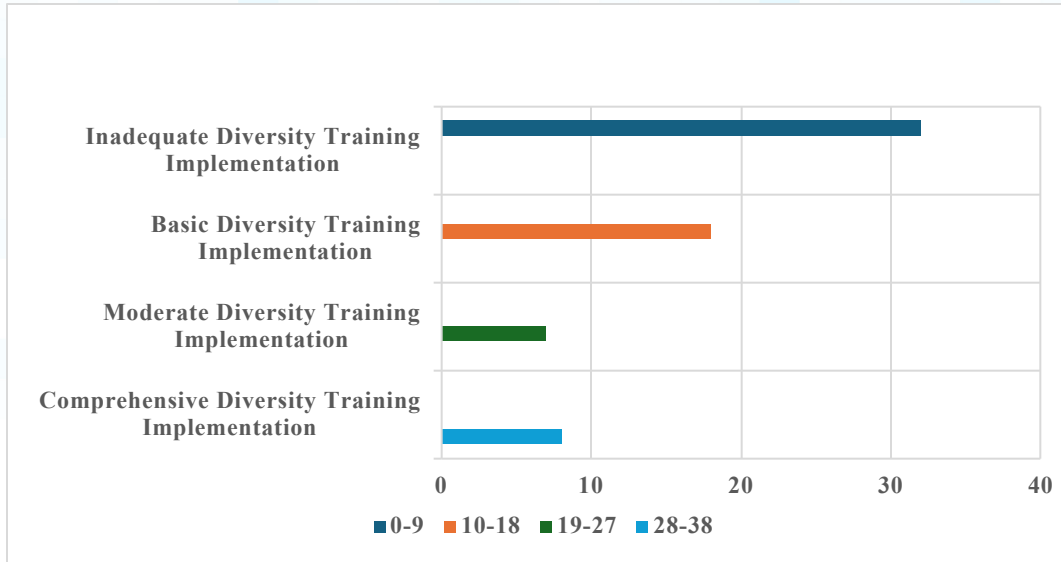
The lack of robust, consistent supplier diversity training across procurement staff poses a significant challenge to achieving meaningful supplier diversity outcomes. By addressing these challenges and providing entities with the tools, support, and resources needed to integrate supplier diversity principles into their procurement processes, CEI aims to drive a more inclusive and equitable procurement environment across Illinois.

Please note that the included analyses and data are from July 2023.



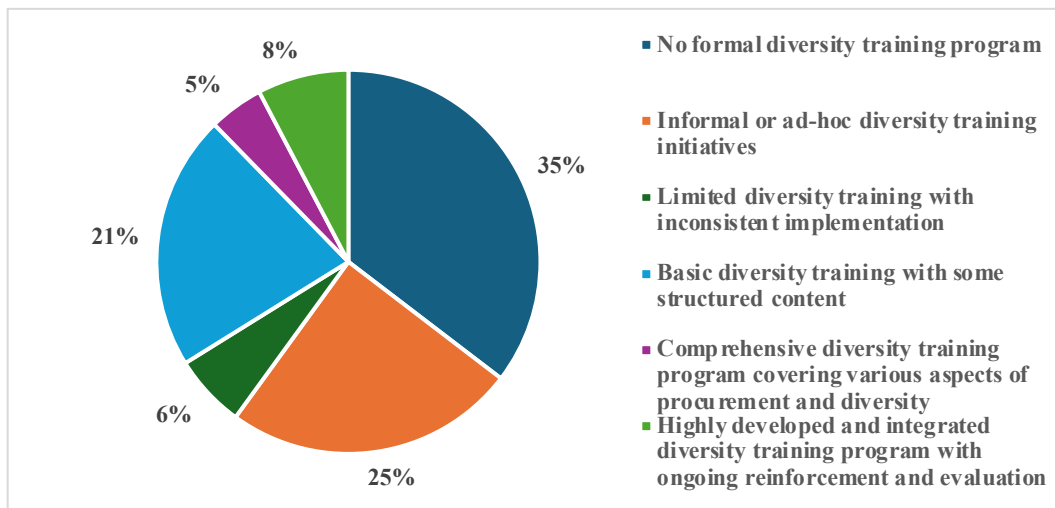
Procurement Supplier Diversity Training Survey Findings

The following graphs present the responses to each question, starting with the Procurement Supplier Diversity Training survey. The first graph below shows the responding entities' overall tier rating, indicating the procurement supplier diversity training implementation level within the assessed entity.



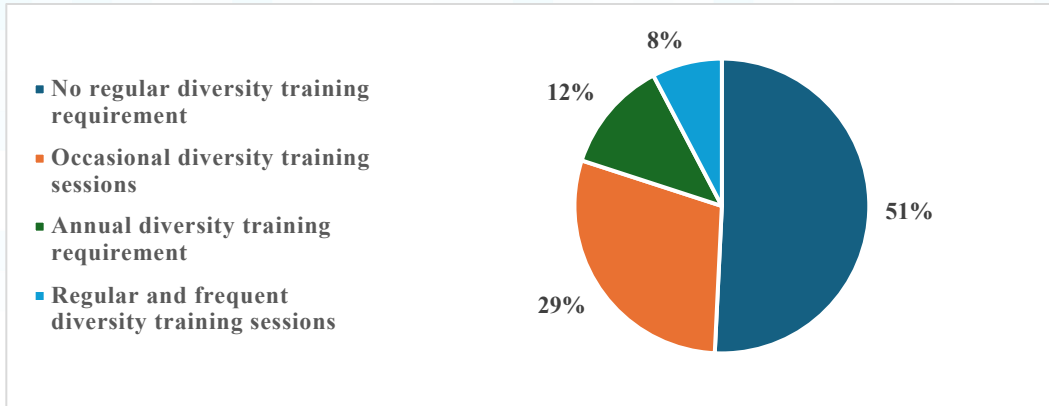
Question No. 1: Formal Supplier Diversity Training Program

The responses show a significant gap in formal supplier diversity training programs, with 23 respondents reporting no formal training. A smaller portion, 16, mentioned informal or ad-hoc initiatives, while 14 cited basic structured content. Only eight respondents indicated having a comprehensive program. This suggests that most entities have room for improvement in implementing structured, formal diversity training within procurement processes.



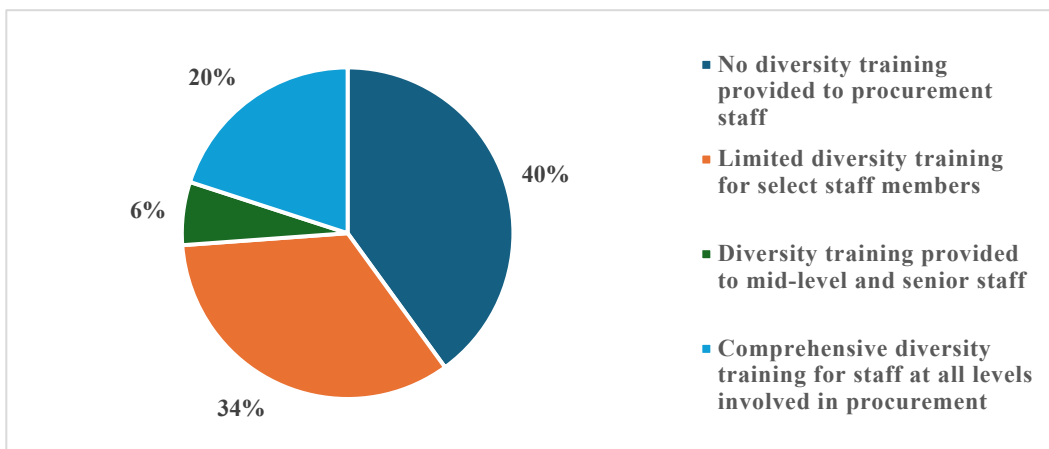
Question No. 2: Procurement Staff Training Requirements

A clear trend emerges in the data, where 33 respondents reported no regular diversity training requirements for procurement staff. This lack of consistency highlights the need for entities to establish more robust training schedules. Some entities, however, have made progress, with a few requiring annual or occasional training sessions, but regular and frequent sessions are still underrepresented.



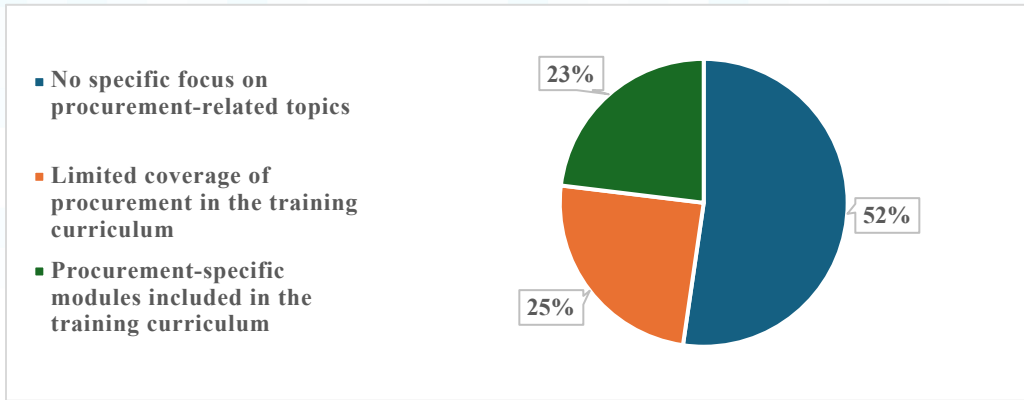
Question No. 3: Training Provided to All Levels

While diversity training is provided to select levels of procurement staff, with 22 responses indicating limited coverage, only 15 entities offer training to all staff involved in procurement. This data underscores a need for broader, more inclusive diversity training across all levels within procurement teams to ensure uniformity in awareness and practice.



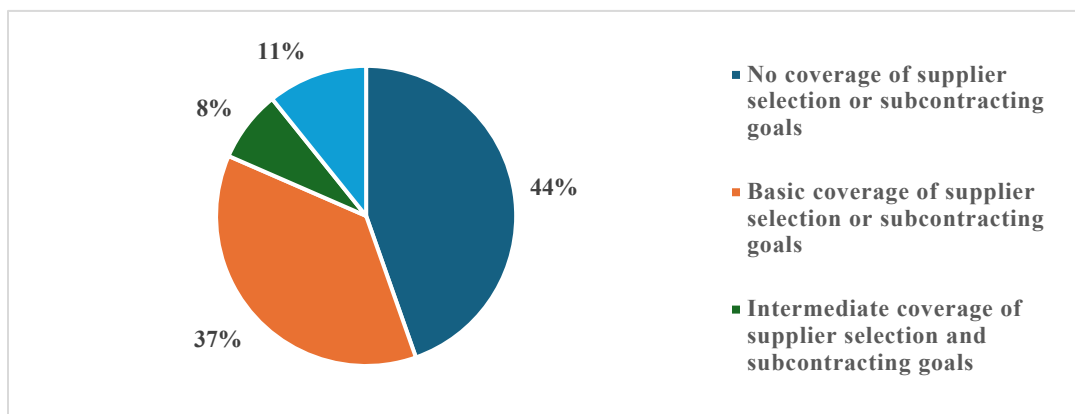
Question No. 4: Tailoring to Procurement Practices

A significant portion of the responses (34) indicates that the diversity training is not specifically tailored to procurement-related topics, suggesting a lack of customization in many programs. Only a small percentage (15) includes procurement-specific modules, indicating a potential area for entities to develop training materials more relevant to the procurement context.



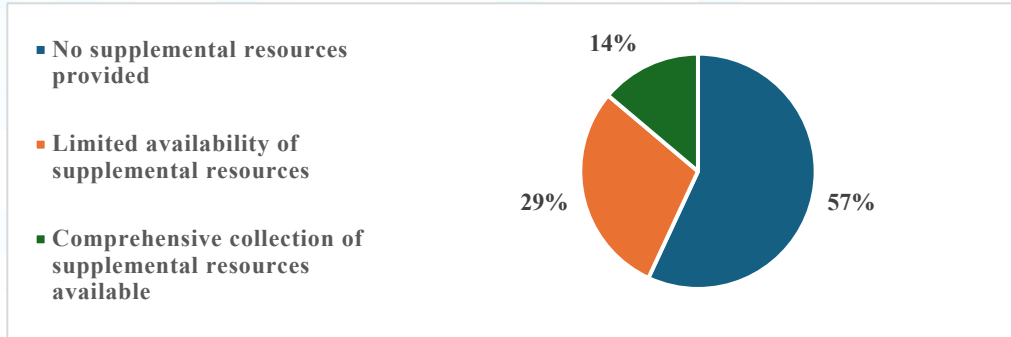
Question No. 5: Supplier Selection and Subcontracting Goals

The survey results show that many programs do not comprehensively address equitable supplier selection and subcontracting goals. While 24 responses indicated basic coverage, only seven entities offer comprehensive coverage on these critical aspects. This finding reveals that although some training includes supplier selection, few programs emphasize the necessary depth to impact inclusive procurement practices substantially.



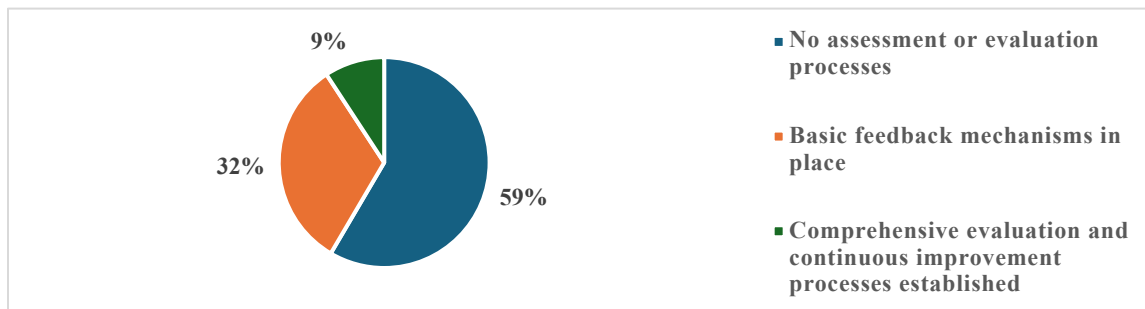
Question No. 6: Supplemental Resources

Most respondents (37) reported having no supplemental resources like online materials, handbooks, or reference guides to support training. The limited availability of these resources highlights a missed opportunity to enhance ongoing learning and support the application of supplier diversity practices beyond the initial training.



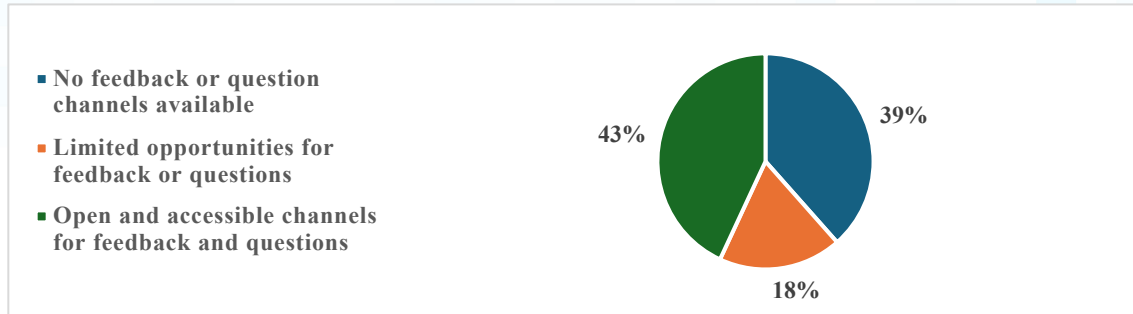
Question No. 7: Effectiveness and Impact Assessment

A concerning trend is the lack of mechanisms to assess the effectiveness of diversity training. With 38 respondents reporting no assessment processes in place, it's clear that many entities are not evaluating the impact of their training programs. This indicates a need for entities to implement more structured feedback and evaluation methods to ensure continuous improvement.



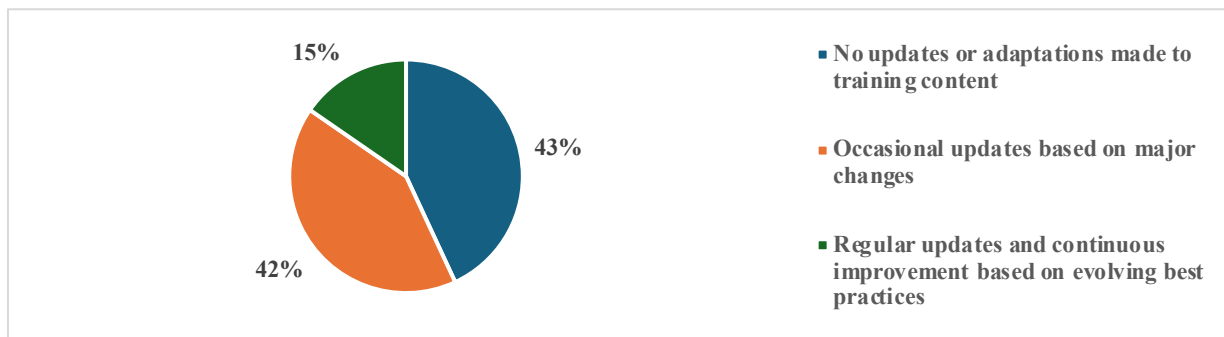
Question No. 8: Feedback Mechanisms

Many entities (25 responses) do not have channels for feedback or questions during or after training, which can hinder the learning process and the ability to address concerns. There is a notable gap in providing open, accessible feedback opportunities, an essential feature for refining training programs and fostering a collaborative learning environment.



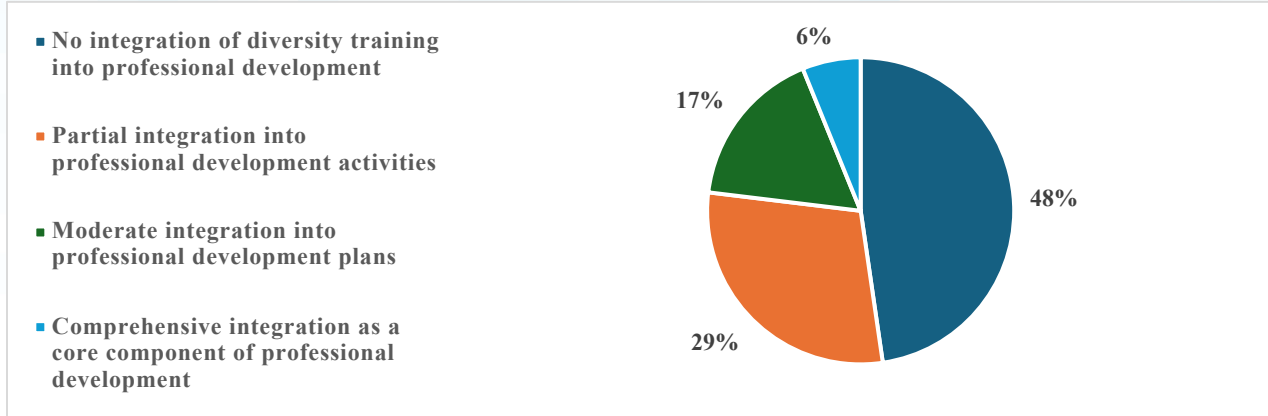
Question No. 9: Content Updates

A significant portion of respondents (28) reported no updates or adaptations to training content, indicating stagnation in training materials. While some entities make occasional updates, others fail to consistently update their training to reflect evolving best practices, emerging issues, or new regulations in supplier diversity.



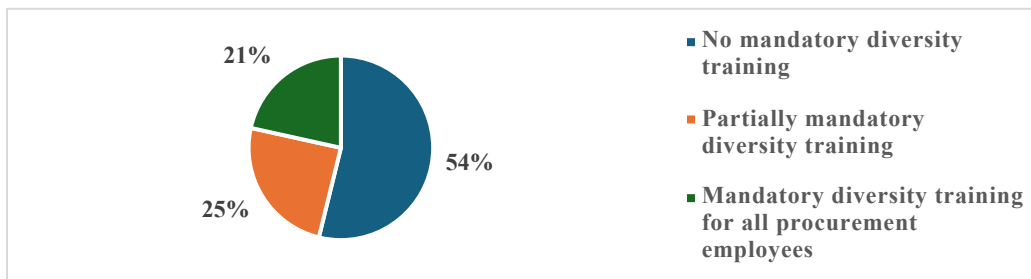
Question No. 10: Integration into Professional Development

Most responses (31) indicate that diversity training is not integrated into professional development plans for procurement staff. This highlights a critical opportunity to incorporate supplier diversity as a core element of professional development, ensuring that diversity awareness becomes part of the ongoing career growth of procurement staff.



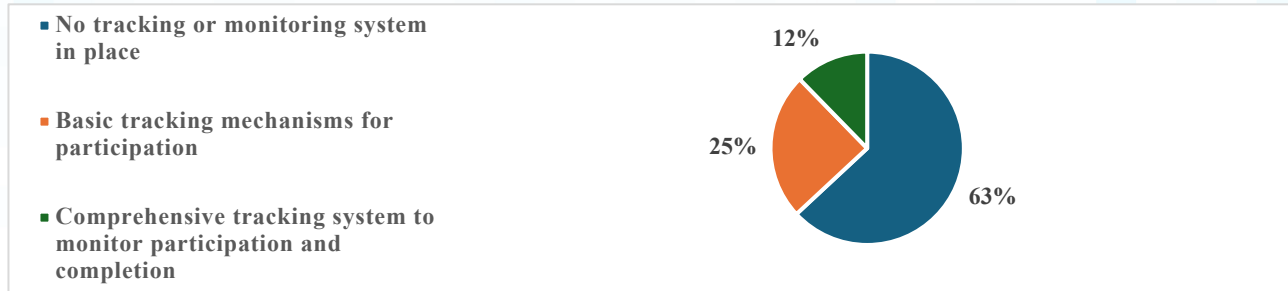
Question No. 11: Mandatory vs. Optional Training

A clear divide exists in the responses, with 35 respondents stating that diversity training is not mandatory for procurement staff. Only 14 entities mandate this training, suggesting a need for stronger institutional commitment to making supplier diversity training a requirement for all staff involved in procurement.



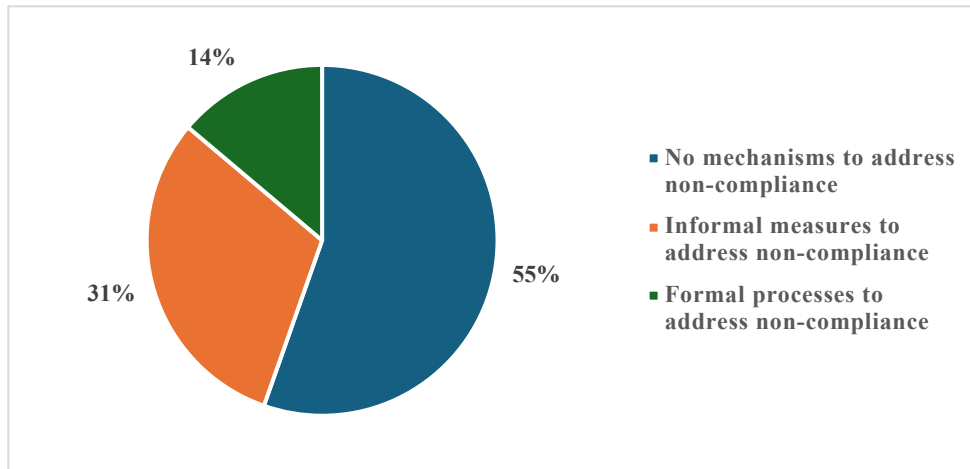
Question No. 12: Tracking Participation

A significant 41 responses indicate the absence of tracking mechanisms to monitor employee participation and completion of diversity training. This points to a lack of accountability and suggests that many entities are not effectively tracking their efforts to ensure that staff are completing necessary training.



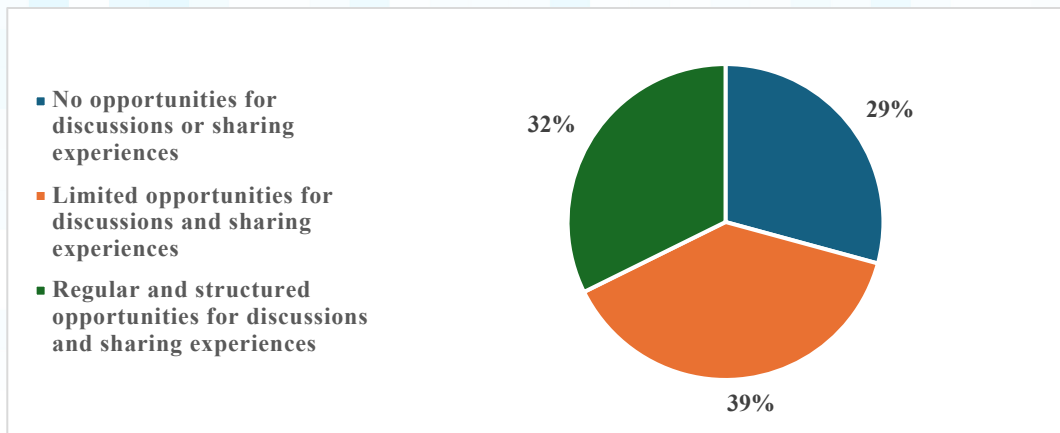
Question No. 13: Non-Compliance Mechanisms

With 36 responses reporting no formal mechanisms to address non-compliance with training requirements, there is a clear need for entities to develop processes to address non-compliance and ensure that procurement staff adhere to diversity training expectations.



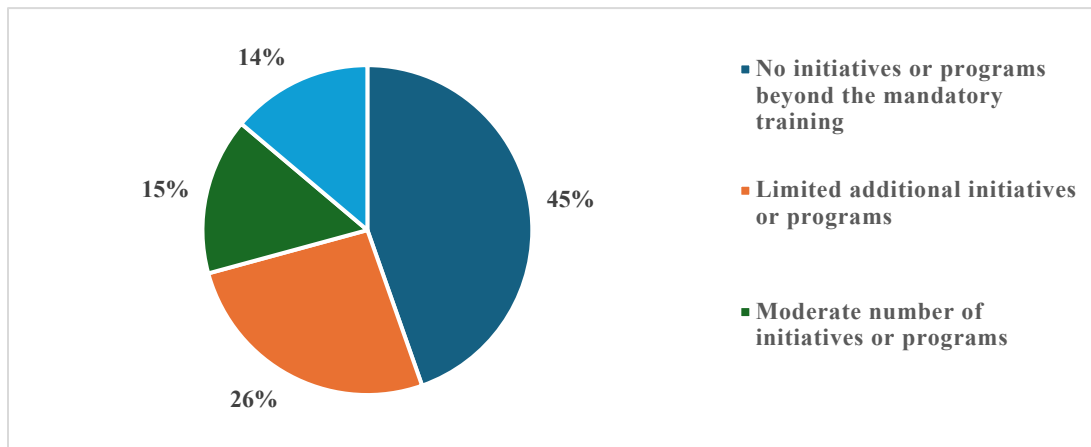
Question No. 14: Opportunities for Discussions

Most respondents (19) reported no opportunities to discuss supplier diversity within their entities. This indicates a missed opportunity for staff to engage in collaborative learning and share experiences, which can enhance training effectiveness and foster a more inclusive culture.



Question No. 15: Initiatives Beyond Training

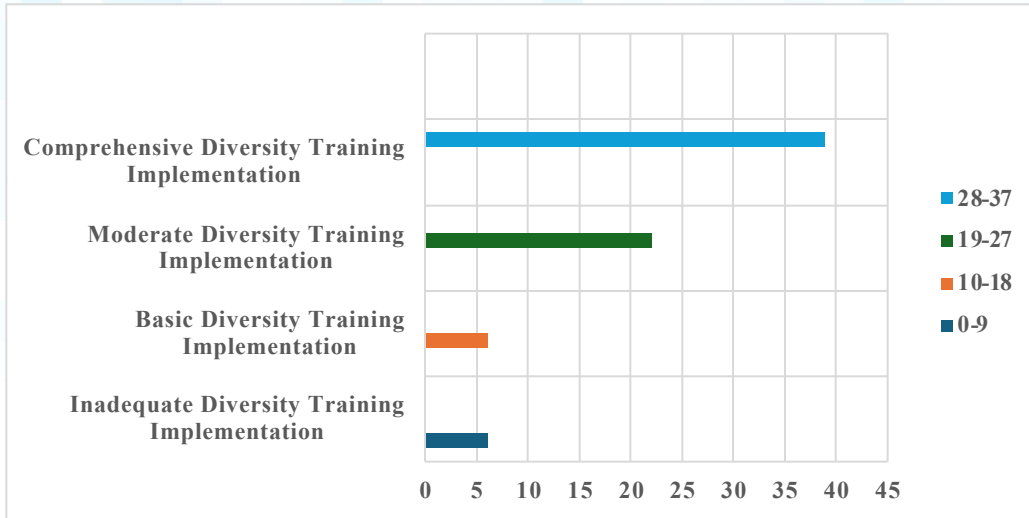
Many entities (29) report no initiatives beyond mandatory diversity training. Only a small group (9) have comprehensive initiatives to promote supplier diversity beyond training, underscoring the need for more proactive measures beyond compliance to foster a truly inclusive procurement environment.



In summary, while the survey data demonstrates a positive trend in the implementation and depth of diversity training programs, several areas still require attention. Notably, tracking, feedback mechanisms, non-compliance processes, and initiatives beyond training emerge as key areas for further development. The overall trend indicates a growing commitment to diversity training but also highlights gaps that, if addressed, could further enhance the effectiveness and sustainability of diversity initiatives.

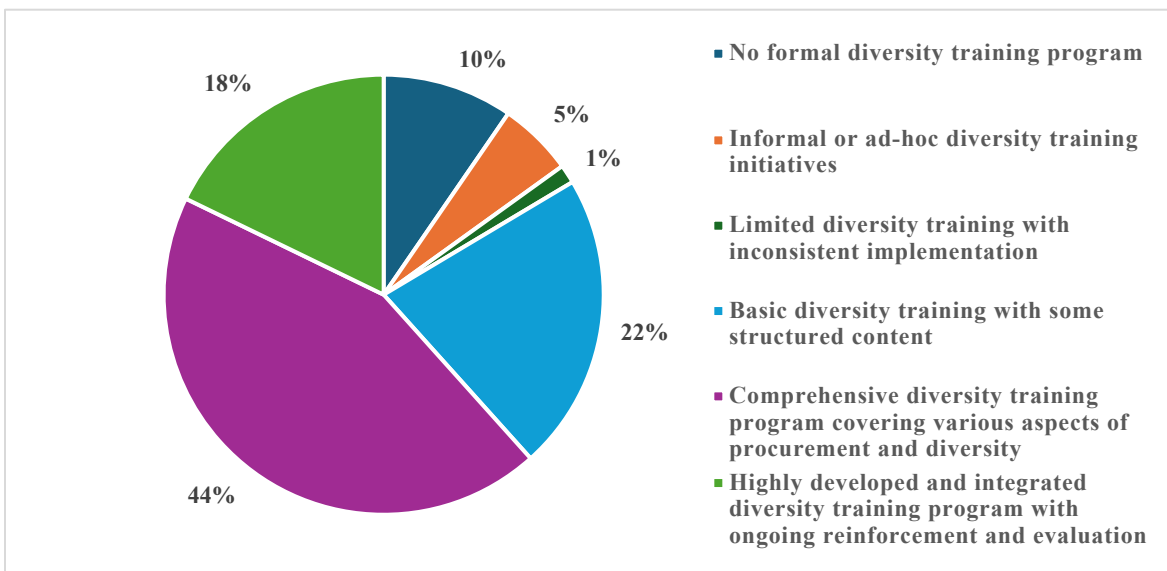
Workplace Diversity Training Survey Findings

The graph below shows the responding entities' overall tier rating, indicating the assessed entity's workplace diversity training implementation level.



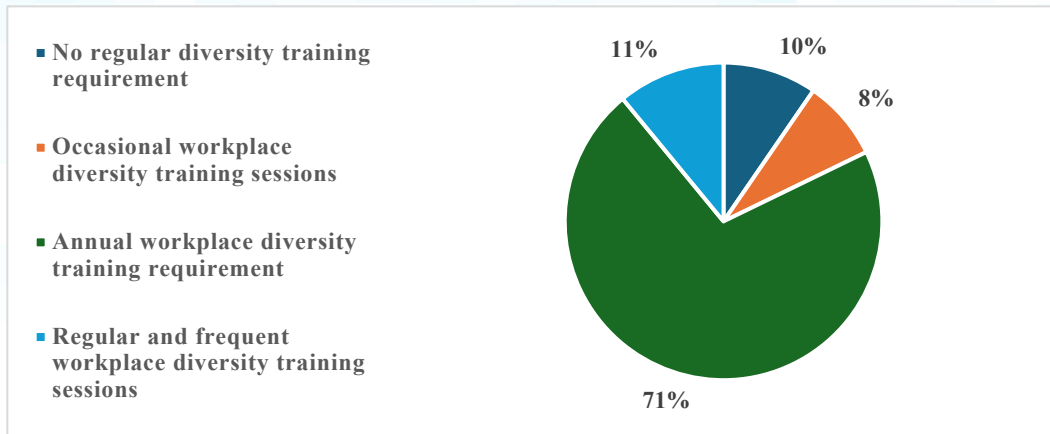
Question No. 1: Formal Workplace Diversity Training Program

The responses show that most entities (32) have comprehensive diversity training programs, with 13 reporting highly developed and integrated programs. However, a small minority (7) do not have formal diversity training programs, suggesting that there are still gaps in the foundational implementation of diversity initiatives across some entities. This trend highlights a significant variation in training depth and formalization within the surveyed entities.



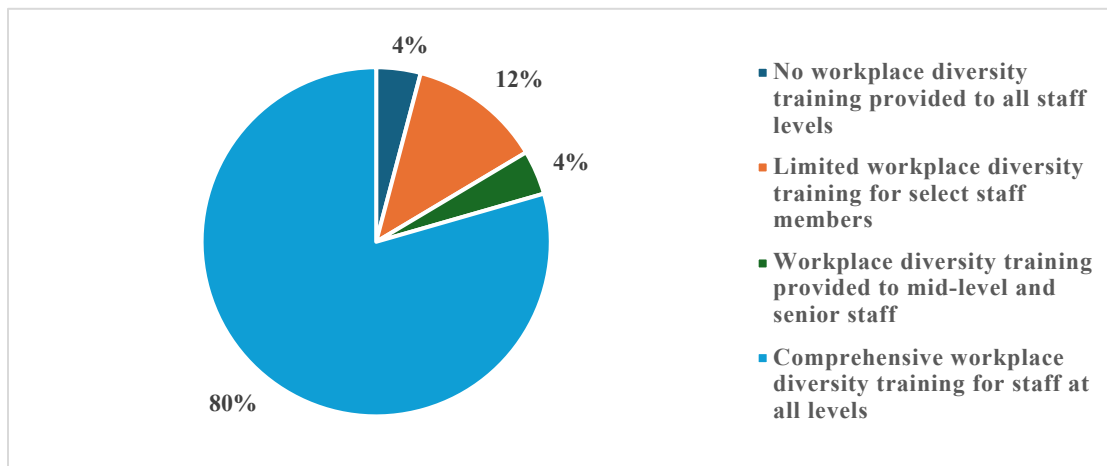
Question No. 2: Training Regularity

A strong majority (52) of respondents require annual diversity training, and eight entities require regular and frequent sessions. However, a notable portion (7) do not require regular diversity training, which points to the inconsistency in training requirements across entities. The trend reveals that while many entities mandate annual training, continuous engagement through frequent training could be further explored.



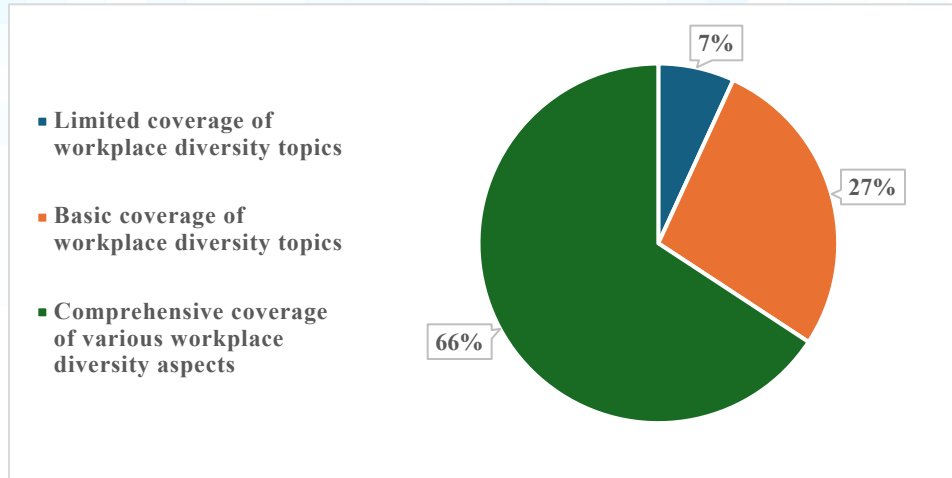
Question No. 3: Coverage Across All Levels

A clear majority (58) of respondents report that their diversity training is provided comprehensively across all staff levels, reflecting a solid commitment to ensuring diversity awareness reaches every employee. Nonetheless, nine entities limit diversity training to select staff, indicating that there is still work to be done to ensure full inclusivity across all hierarchical levels within these entities.



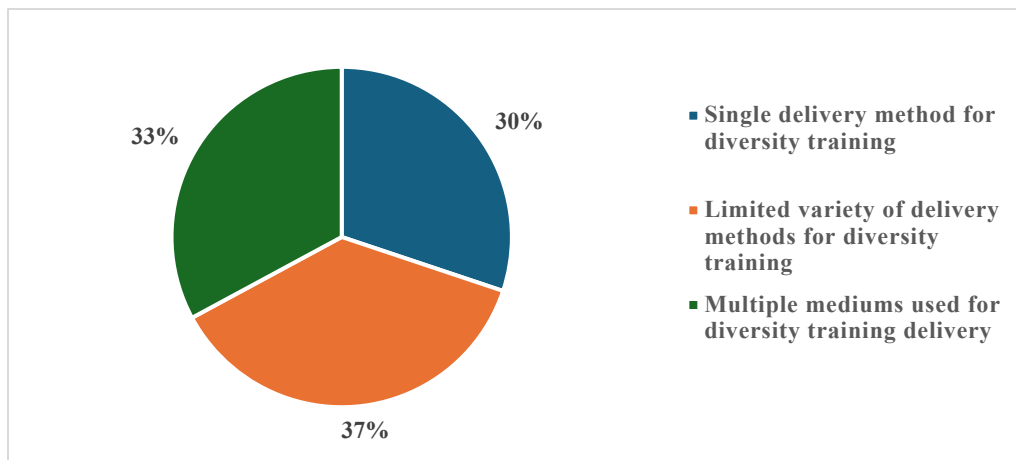
Question No. 4: Curriculum Coverage

Most respondents (48) indicate that the diversity training curriculum covers a comprehensive range of workplace diversity aspects, including unconscious bias, cultural competency, and inclusive practices. This is a positive trend, as it shows a broad understanding of the complex nature of workplace diversity. However, five responses indicated limited coverage, which suggests areas for improvement in fully addressing the spectrum of diversity issues.



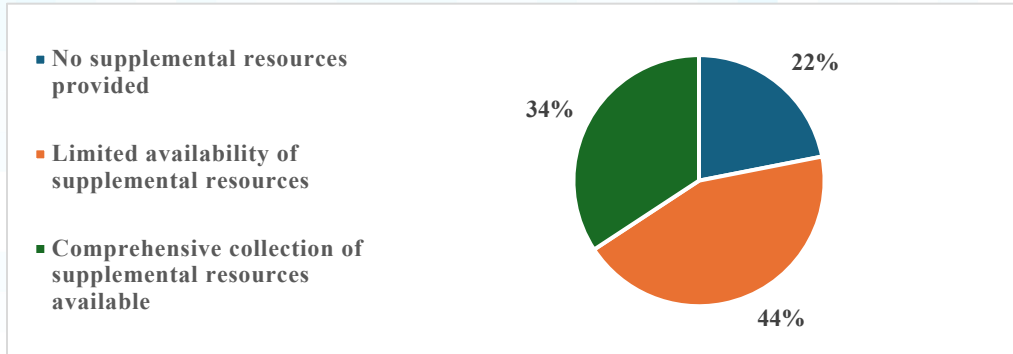
Question No. 5: Delivery Methods

The delivery method trend shows various approaches, with 24 respondents using multiple mediums such as in-person sessions, online modules, and workshops. However, 22 respondents use only a single delivery method, which could limit the accessibility and effectiveness of the training, particularly for a diverse workforce. The trend suggests a growing preference for more versatile, multimodal delivery of diversity training.



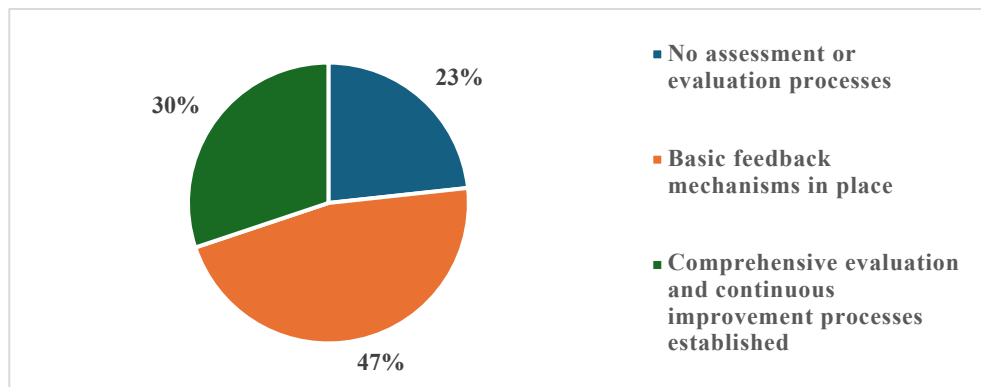
Question No. 6: Supplemental Resources

The availability of supplemental resources shows that 32 respondents offer limited resources, with 25 providing a comprehensive collection of materials. However, 16 entities do not offer supplemental resources, which can hinder employees' ability to absorb and apply what they've learned in training. This points to an opportunity for further development in providing supporting materials that reinforce the training content.



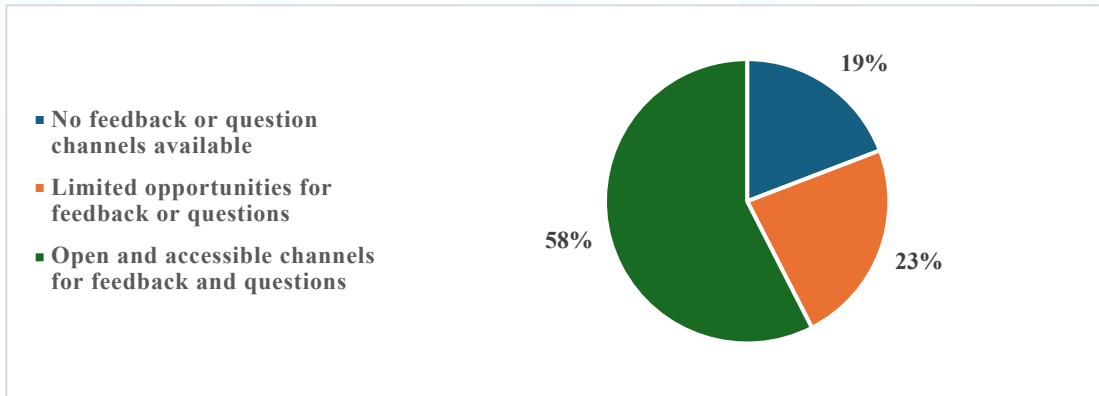
Question No. 7: Effectiveness Assessment

A concerning number of entities (17) lack any formal assessment mechanisms to evaluate the effectiveness of their diversity training, while 34 entities have limited feedback mechanisms. Only 22 respondents have comprehensive evaluation and continuous improvement processes in place. This highlights a gap in the ability to assess the actual impact and success of the training programs.



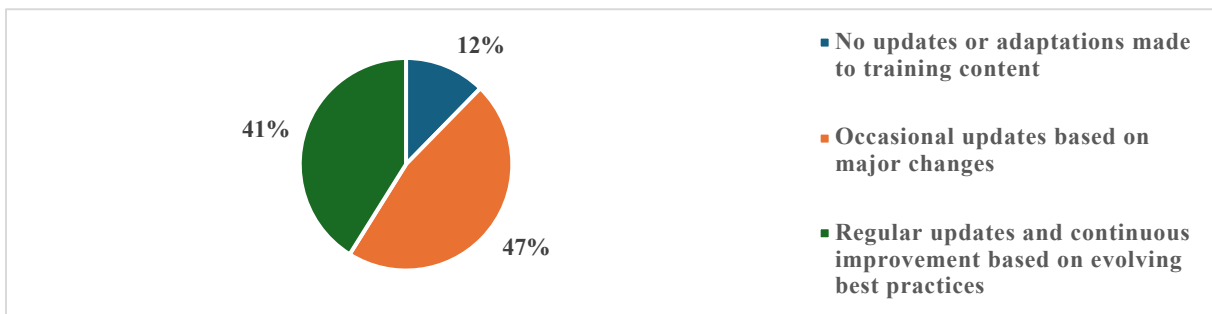
Question No. 8: Feedback Mechanisms

Feedback opportunities are generally strong, with 42 entities providing open and accessible channels for employees to ask questions or provide feedback. However, 14 entities do not have any feedback channels, which can hinder the training's ability to evolve and meet the workforce's needs. This suggests that more entities could benefit from fostering a more open feedback culture.



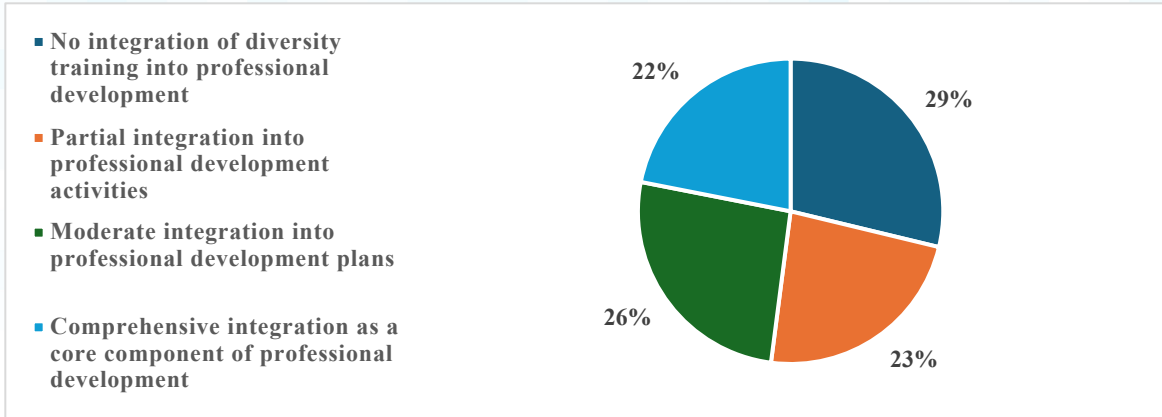
Question No. 9: Content Updates

Regular updates to training content are reported by 30 entities, with 34 making occasional updates. However, nine entities report no updates or adaptations, which is concerning in the rapidly evolving landscape of workplace diversity. Regular updates are essential to ensure the content remains relevant and reflects emerging issues and best practices.



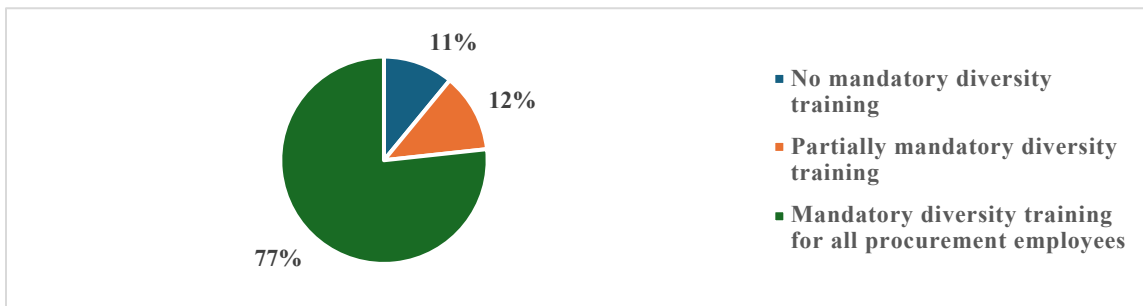
Question No. 10: Integration into Professional Development

Many entities (19) have integrated workplace diversity training as a core component of professional development plans. However, 21 entities report no integration of diversity training into professional development, which indicates that diversity is not always seen as a fundamental aspect of employee growth. This could be an area for improvement in embedding diversity training into broader professional development strategies



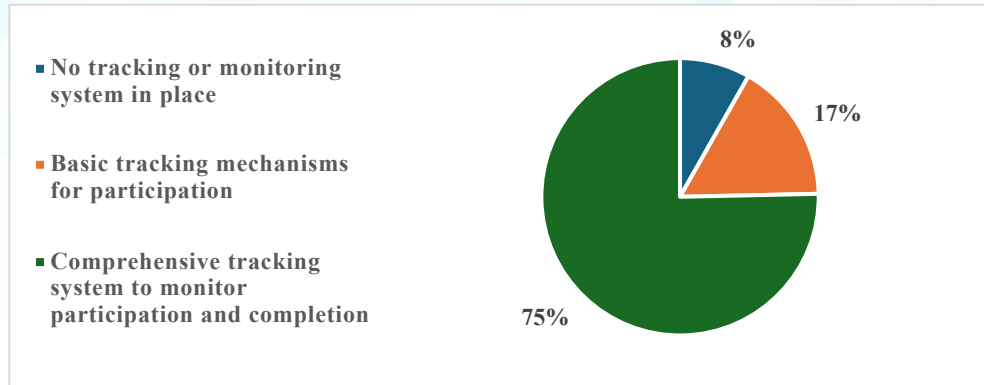
Question No. 11: Mandatory vs. Optional Training

A majority (56) of entities mandate workplace diversity training for all employees, a clear indicator of strong institutional commitment to workplace diversity. However, eight entities do not make diversity training mandatory, suggesting entities still need to formalize and require workplace diversity training to ensure all employees are engaged in learning.



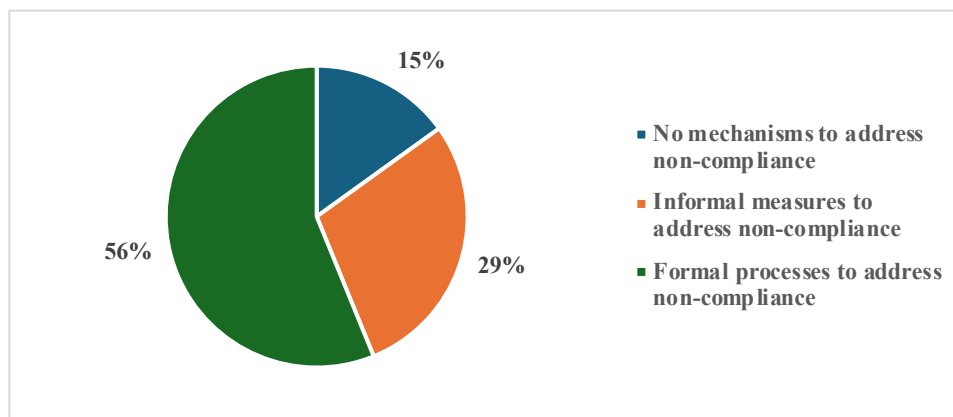
Question No. 12: Tracking Participation

Tracking systems are well implemented in 55 entities, with comprehensive systems monitoring participation and completion. This is a positive trend, ensuring accountability and consistency in training participation. However, six entities need tracking systems, which could lead to challenges in consistently completing training.



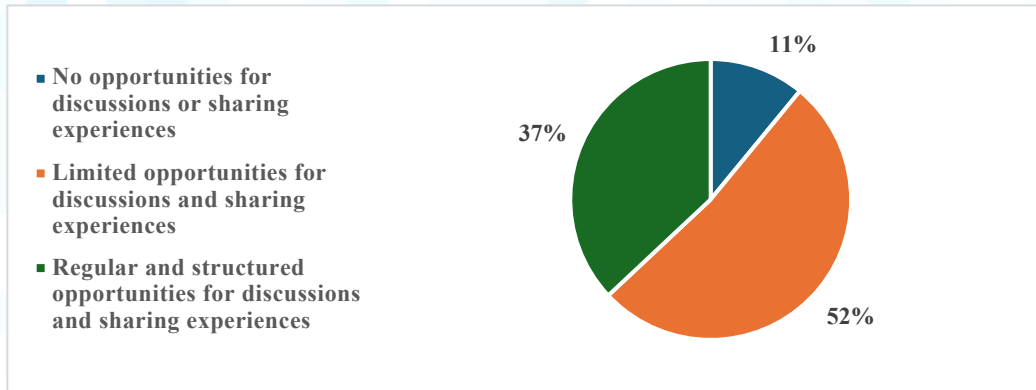
Question No. 13: Non-Compliance Mechanisms

41 entities report having formal processes to address non-compliance with training requirements, which reflects a strong commitment to ensuring adherence to diversity training protocols. However, 11 entities still need to put such mechanisms in place, and 21 rely on informal measures, which could undermine the effectiveness of the training program.



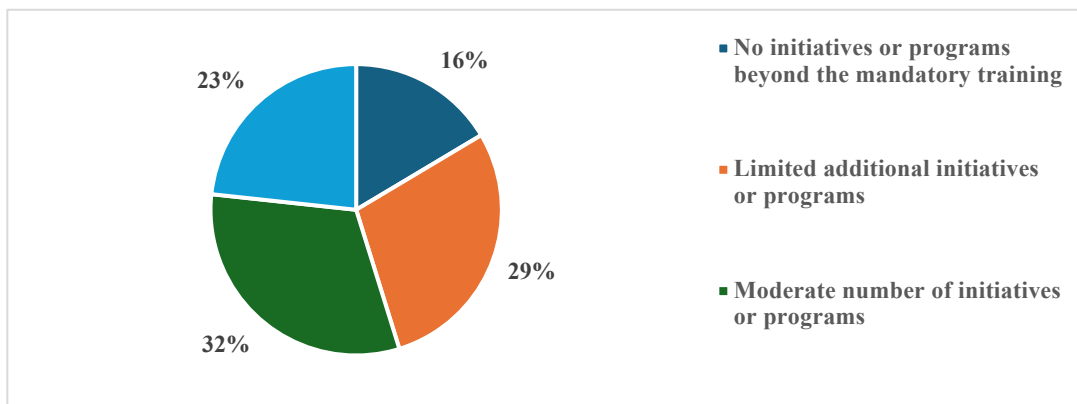
Question No. 14: Opportunities for Discussions

While 27 entities offer regular and structured discussion opportunities, eight entities lack opportunities for employees to engage in workplace diversity-related discussions. This indicates that while some entities foster an open dialogue about diversity, others still need to include the benefits of interactive learning and sharing experiences, which could enhance the impact of training.



Question No. 15: Initiatives Beyond Training

The data reveals that 17 entities have comprehensive programs and initiatives promoting workplace diversity beyond the mandatory training. This suggests a commitment to diversity that extends beyond compliance. However, 12 entities have yet to have any initiatives beyond training, pointing to a potential area for growth in fostering a more holistic approach to workplace diversity.



In summary, while the survey data demonstrates a positive trend in the implementation and depth of diversity training programs, several areas still require attention. Notably, tracking, feedback mechanisms, non-compliance processes, and initiatives beyond training emerge as key areas for further development. The overall trend indicates a growing commitment to diversity training but also highlights gaps that, if addressed, could further enhance the effectiveness and sustainability of diversity initiatives.

Conclusion and Recommendations

The findings of the two 2023 diversity training surveys provide valuable insights into the strengths and weaknesses of Illinois' current diversity training initiatives. The workplace diversity training survey indicates that many entities have made significant progress in offering consistent, mandatory diversity training, although some areas still need improvement. The procurement supplier diversity training survey highlights critical gaps in training coverage, participation, and effectiveness, signaling an urgent need to improve how Illinois entities engage with supplier diversity.

As Illinois continues to focus on promoting diversity, equity, and inclusion within Illinois entities, it is clear that a more structured, comprehensive, and strategic approach to workplace and procurement diversity training is necessary. The results of these surveys provide a roadmap for CEI's future initiatives, which will ensure that the training programs offered are consistent and tailored to meet the diverse needs of the workforce and the procurement staff.

CEI acknowledges that workplace and procurement diversity training fosters an inclusive environment, particularly in state contracts and the broader business ecosystem. While the foundation is in place, there is an undeniable opportunity for improvement, especially within the procurement diversity space. Addressing gaps in training content, delivery, and tracking mechanisms will better equip procurement staff to meet the diversity goals set forth by the BEP and VBP and ensure that businesses owned by minorities, women, and persons with disabilities can successfully participate in state contracts.

CEI will work with entities to refine training strategies, encourage interagency collaboration, and develop new tools and resources to facilitate better engagement with diverse suppliers to support these objectives. This might include creating mentorship opportunities, leveraging technology for more efficient training delivery, and offering tailored learning modules that address emerging trends and challenges in supplier diversity.

Another key element of the future approach will be focusing on measurable outcomes. By establishing clear performance indicators and tracking mechanisms, CEI will be able to assess the effectiveness of the training programs better and make data-driven decisions about where to focus efforts for maximum impact. Ensuring the training programs are implemented and continuously evaluated will be critical to their long-term success.

Ultimately, these surveys provide a snapshot of our current stand and a call to action for future growth. The results indicate entities' strong commitment to advancing diversity and inclusion in the workplace and procurement processes and a recognition that much more can be done. CEI is committed to working collaboratively with all stakeholders to enhance and refine these training programs, ensuring that Illinois' workplace diversity goals are achieved and that the Illinois procurement landscape becomes a model of inclusion and opportunity for all.

By addressing these challenges head-on, CEI will help pave the way for a more inclusive, equitable, and thriving Illinois, where businesses owned by minorities, women, and persons with disabilities and all Illinois employees are empowered to succeed. We look forward to continuing this work with our partners across the state, building on the valuable insights these surveys provide, and fostering an environment where all can flourish.



DIVERSITY TRAINING SCORECARD EVALUATION SURVEY QUESTIONS AND SCORING RUBRIC PART I – PROCUREMENT

Purpose

The purpose of the scorecard is to meet the Commission on Equity and Inclusion’s statutory obligation to monitor and supervise the implementation of diversity training within the State workforce, specifically related to procurement practices. This scorecard will assess the effectiveness and comprehensiveness of procurement diversity training initiatives within all Illinois state agencies, public universities, and public community colleges.

Important Note: The following questions concern procurement diversity training, not workplace diversity training.

Survey Questions

1. Is there a formal diversity training program in place for employees involved in procurement processes? (Score: 0-5)
 - No formal diversity training program
 - Informal or ad-hoc diversity training initiatives
 - Limited diversity training with inconsistent implementation
 - Basic diversity training with some structured content
 - Comprehensive diversity training program covering various aspects of procurement and diversity
 - Highly developed and integrated diversity training program with ongoing reinforcement and evaluation
2. Are procurement staff required to undergo regular diversity training in procurement? (Score: 0-3)
 - No regular diversity training requirement
 - Occasional diversity training sessions
 - Annual diversity training requirement
 - Regular and frequent diversity training sessions
3. Is supplier diversity training provided to staff at all levels involved in the procurement process? (Score: 0-3)
 - No diversity training provided to procurement staff
 - Limited diversity training for select staff members
 - Diversity training provided to mid-level and senior staff
 - Comprehensive diversity training for staff at all levels involved in procurement

4. **Is the supplier diversity training curriculum tailored specifically to procurement processes and practices? (Score: 0-2)**
 - No specific focus on procurement-related topics
 - Limited coverage of procurement in the training curriculum
 - Procurement-specific modules included in the training curriculum
5. **Does the supplier diversity training include topics on equitable supplier selection, subcontracting goals, and inclusive contracting practices? (Score: 0-3)**
 - No coverage of supplier selection or subcontracting goals
 - Basic coverage of supplier selection or subcontracting goals
 - Intermediate coverage of supplier selection and subcontracting goals
 - Comprehensive coverage of equitable supplier selection, subcontracting goals, and inclusive contracting practices
6. **Is supplier diversity training supplemented with resources like online materials, handbooks, or reference guides? (Score: 0-2)**
 - No supplemental resources provided
 - Limited availability of supplemental resources
 - Comprehensive collection of supplemental resources available
7. **Are there mechanisms in place to assess the effectiveness and impact of the procurement supplier diversity training? (Score: 0-2)**
 - No assessment or evaluation processes
 - Basic feedback mechanisms in place
 - Comprehensive evaluation and continuous improvement processes established
8. **Can employees provide feedback or ask questions during or after the procurement supplier diversity training? (Score: 0-2)**
 - No feedback or question channels available
 - Limited opportunities for feedback or questions
 - Open and accessible channels for feedback and questions
9. **Are there ongoing efforts to update and adapt procurement supplier diversity training content to reflect evolving best practices and emerging issues? (Score: 0-2)**
 - No updates or adaptations made to training content
 - Occasional updates based on major changes
 - Regular updates and continuous improvement based on evolving best practices
10. **Is supplier diversity training integrated into the overall professional development plan for procurement staff? (Score: 0-3)**
 - No integration of diversity training into professional development
 - Partial integration into professional development activities
 - Moderate integration into professional development plans
 - Comprehensive integration as a core component of professional development

11. Is supplier diversity training mandatory for all employees involved in procurement, or is it optional? (Score: 0-2)

- No mandatory diversity training
- Partially mandatory diversity training
- Mandatory diversity training for all procurement employees

12. Is there a system in place to track and monitor employee participation and completion of procurement supplier diversity training? (Score: 0-2)

- No tracking or monitoring system in place
- Basic tracking mechanisms for participation
- Comprehensive tracking system to monitor participation and completion

13. Are there mechanisms in place to address non-compliance with procurement supplier diversity training requirements? (Score: 0-2)

- No mechanisms to address non-compliance
- Informal measures to address non-compliance
- Formal processes to address non-compliance

14. Are there opportunities for employees to engage in discussions and share experiences related to supplier diversity in procurement? (Score: 0-2)

- No opportunities for discussions or sharing experiences
- Limited opportunities for discussions and sharing experiences
- Regular and structured opportunities for discussions and sharing experiences

15. Are there initiatives or programs in place to promote supplier diversity in procurement beyond mandatory training? (Score: 0-3)

- No initiatives or programs beyond the mandatory training
- Limited additional initiatives or programs
- Moderate number of initiatives or programs
- Comprehensive range of initiatives and programs promoting diversity in procurement

Scoring Rubric*

0-9: Inadequate Diversity Training Implementation

10-18: Basic Diversity Training Implementation

19-27: Moderate Diversity Training Implementation

28-38: Comprehensive Diversity Training Implementation

*The scores obtained from each question will be summed up to determine the overall score, indicating the level of diversity training implementation within the assessed entity.

DIVERSITY TRAINING SCORECARD EVALUATION SURVEY QUESTIONS AND SCORING RUBRIC PART II – WORKPLACE

Purpose

The purpose of the scorecard is to meet the Commission on Equity and Inclusion’s statutory obligation to monitor and supervise the implementation of diversity training within the State workforce, specifically focusing on workplace practices. This scorecard will assess the effectiveness and comprehensiveness of workplace diversity training initiatives within Illinois state agencies, public universities, and public community colleges.

Important Note: The following questions concern workplace diversity training, not procurement diversity training.

Survey Questions

1. **Is there a formal workplace diversity training program in place for employees? (Score: 0-5)**
 - No formal workplace diversity training program
 - Informal or ad-hoc diversity training initiatives
 - Limited diversity training with inconsistent implementation
 - Basic diversity training with some structured content
 - Comprehensive diversity training program covering various aspects of workplace diversity
 - Highly developed and integrated diversity training program with ongoing reinforcement and evaluation
2. **Are all employees required to undergo workplace diversity training regularly? (Score: 0-3)**
 - No regular workplace diversity training requirement
 - Occasional diversity training sessions
 - Annual workplace diversity training requirement
 - Regular and frequent workplace diversity training sessions
3. **Is workplace diversity training provided to staff at all levels within the organization? (Score: 0-3)**
 - No diversity training provided to all staff levels
 - Limited diversity training for select staff members
 - Diversity training provided to mid-level and senior staff
 - Comprehensive diversity training for staff at all levels

4. Does the workplace diversity training curriculum cover various aspects of workplace diversity, including but not limited to unconscious bias, cultural competency, and inclusive practices? (Score: 0-2)
 - Limited coverage of workplace diversity topics
 - Basic coverage of workplace diversity topics
 - Comprehensive coverage of various workplace diversity aspects
5. Is workplace diversity training provided through multiple mediums (e.g., in-person sessions, online modules, workshops)? (Score: 0-2)
 - Single delivery method for diversity training
 - Limited variety of delivery methods for diversity training
 - Multiple mediums used for diversity training delivery
6. Is workplace diversity training supplemented with resources like handouts, reference materials, or online resources? (Score: 0-2)
 - No supplemental resources provided
 - Limited availability of supplemental resources
 - Comprehensive collection of supplemental resources available
7. Are there mechanisms in place to assess the effectiveness and impact of the completed workplace diversity training? (Score: 0-2)
 - No assessment or evaluation processes
 - Limited feedback mechanisms in place
 - Comprehensive evaluation and continuous improvement processes established
8. Can employees provide feedback or ask questions during or after the workplace diversity training? (Score: 0-2)
 - No feedback or question channels available
 - Limited opportunities for feedback or questions
 - Open and accessible channels for feedback and questions
9. Are there ongoing efforts to update and adapt workplace diversity training content to reflect evolving best practices and emerging issues? (Score: 0-2)
 - No updates or adaptations made to training content
 - Occasional updates based on major changes
 - Regular updates and continuous improvement based on evolving best practices
10. Is workplace diversity training integrated into employees' overall professional development plan? (Score: 0-3)
 - No integration of workplace diversity training into professional development
 - Partial integration into professional development activities
 - Moderate integration into professional development plans
 - Comprehensive integration as a core component of professional development

11. Is workplace diversity training mandatory for all employees or optional? (Score: 0-2)

- No mandatory workplace diversity training
- Partially mandatory workplace diversity training
- Mandatory workplace diversity training for all employees

12. Is there a system in place to track and monitor employee participation and completion of workplace diversity training? (Score: 0-2)

- No tracking or monitoring system in place
- Limited tracking mechanisms for participation
- Comprehensive tracking system to monitor participation and completion

13. Are there mechanisms in place to address non-compliance with workplace diversity training requirements? (Score: 0-2)

- No mechanisms to address non-compliance
- Informal measures to address non-compliance
- Formal processes to address non-compliance

14. Are there opportunities for employees to engage in discussions and share experiences related to workplace diversity? (Score: 0-2)

- No opportunities for discussions or sharing experiences
- Limited opportunities for discussions and sharing experiences
- Regular and structured opportunities for discussions and sharing experiences

15. Are there initiatives or programs in place to promote workplace diversity beyond training? (Score: 0-3)

- No initiatives or programs beyond training
- Limited additional initiatives or programs
- Moderate number of initiatives or programs
- Comprehensive range of initiatives and programs promoting workplace diversity

Scoring Rubric*

0-9: Inadequate Workplace Diversity Training Implementation

10-18: Basic Workplace Diversity Training Implementation

19-27: Moderate Workplace Diversity Training Implementation

28-37: Comprehensive Workplace Diversity Training Implementation

*The scores obtained from each question will be summed up to determine the overall score, indicating the level of diversity training implementation within the assessed entity.