

(PART 3: CONDUCTING AN ASSESSMENT)

The REJI Organizational Assessment

The REJI Organizational Assessment is designed for organizations regardless of where they are on their journey to become a more racially equitable organization. It was created with the input of the growing community of REJI Partners and grounded in literature focused on organizational change and race equity.

Together, the REJI Toolkit and Organizational Assessment aims to help organizations:

- Conduct an **Organizational Assessment** and establish baseline information on five different race equity dimensions to begin their journey of becoming a more racially equitable organization;
- Further understand organizational race equity work through the **Going Deeper** section of the REJI Toolkit that delves into the five race equity dimensions and provides lessons to guide organizations on their work; and
- Help organizations identify priorities that can be articulated and detailed through an Organizational Equity Plan. An Organizational Equity Plan translates an organization's commitment to race equity into tangible goals and steps. **See the Appendix for Tool A: Organizational Equity Plan Worksheet and Tool D: Legal Services of NYC's sample Organizational Equity Plan.**
- Commit to continual assessments of their organization to create a process of ongoing evaluation of their race equity goals. This is done by using the REJI Organizational Assessment on a regular basis to evaluate progress on the race equity dimensions with the "Going Deeper" section and other parts of the REJI Toolkit as resources to guide organizations on their work. Evaluating progress on an ongoing basis is critical for organizational change, to build on what is working while identifying what is impeding meaningful change.

Consider using **Tool B Racial Equity Impact Assessment** in the Appendix after using the REJI assessment to help you further apply an equity lens to your organization's operations, practices, priority-setting, decision-making as you look to further develop programs, policies, and initiatives.

WASHINGTON RACE EQUITY & JUSTICE INITIATIVE

ORGANIZATIONAL ASSESSMENT

HOW TO USE:

With each question below, select the number that best reflects the organization you are assessing, according to the rubric set forth below.

- (1) No work within this area
- (2) Identified as an area for improvement but no plans/work yet
- (3) Planning/implementation in process
- (4) Implemented but not yet uniformly applied across organization
- (5) Firmly established and able to model for other organizations

Circle a Choice		SECURING AN ORGANIZATIONAL COMMITMENT TO RACE EQUITY WORK
Unknown	1 2 3 4 5	The organization incorporates race equity into its mission, vision, and/or values statements.
Unknown	1 2 3 4 5	The organization has allocated financial and human resources toward internal and/or external race equity work. This may include assigning personnel or funding for coordination of work, development and implementation of plans, and/or monitoring and evaluation work.
For each of the following, the group is diverse across demographics and perspectives and reflects the communities that are most impacted by its work:		
Unknown	1 2 3 4 5	Board
Unknown	1 2 3 4 5	Staff
Unknown	1 2 3 4 5	Volunteers
Unknown	1 2 3 4 5	Organizational Partners/Allies
Unknown	1 2 3 4 5	Community Supporters/Local Donors
Unknown	1 2 3 4 5	The organization communicates to its stakeholders and supporters its values and work around racial justice.
Circle a Choice		CREATING MORE EQUITABLE ORGANIZATIONAL CULTURE
Unknown	1 2 3 4 5	The organization creates space for discussing issues of race and racism in ways that are relevant to the work.
Unknown	1 2 3 4 5	The organization encourages/makes racial competency trainings available on an ongoing basis to staff, board, and volunteers.
Unknown	1 2 3 4 5	Cultural “norms” of the organization, spoken or unspoken, allow for questions, issues, and concerns about racial dynamics internally to be openly discussed and addressed.
Unknown	1 2 3 4 5	Staff/leadership/volunteers who identify as people of color or with other marginalized groups feel they can bring their full identities to the workplace, if they choose, feel recognized and respected, and have their input taken into account to shape organizational culture.

Unknown 1 2 3 4 5 The organization encourages ideas, strategies, initiatives, and feedback from all stakeholders of the organization (including frontline staff, volunteers, clients - not only those with positional authority).

For each of the following, there is an understanding of the impact of and need to address cultural, institutional, and structural racism and advance racial equity:

Unknown 1 2 3 4 5 Board

Unknown 1 2 3 4 5 Staff

Unknown 1 2 3 4 5 Volunteers

Unknown 1 2 3 4 5 Organizational Partners/Allies

Unknown 1 2 3 4 5 Community Supporters/Local Donors

Circle a Choice

RECRUITING, HIRING, & RETAINING A DIVERSE WORKFORCE

Unknown 1 2 3 4 5 The organization has benchmarks to work toward around leadership and professional development and retention of staff and volunteers of color.

Unknown 1 2 3 4 5 The organization has internal hiring policies to address hiring inequities and promote outreach, recruitment, and retention of marginalized communities, specifically people of color.

Unknown 1 2 3 4 5 The organization acts on suggested equity practices in recruitment and hiring, including but not limited to posting salary ranges, considering "equivalent experience" as comparable to formal education, and/or anonymized reviews of applications.

Unknown 1 2 3 4 5 The organization has explicit policies prohibiting discrimination, microaggressions, and harassment of people of color as well as a mechanism in place to address issues raised regarding racial or other equity-related barriers for opportunity occurring in the workplace.

Unknown 1 2 3 4 5 The organization evaluates staff, volunteers, and leadership, during performance reviews or otherwise, on the development or application of anti-racism and pro-equity skills.

Unknown 1 2 3 4 5 The organization works to ensure that people of color and people of color-led organizations are robustly represented within its pipeline of leaders and decision-makers.

Unknown 1 2 3 4 5 Staff and volunteers of color play a meaningful role in identifying and participating in professional and leadership development opportunities.

Unknown 1 2 3 4 5 The organization provides a living wage to all personnel that considers regional cost of living (i.e. housing, food, transportation, child care, health care).

Circle a Choice

DEVELOPING ACCOUNTABILITY TO AND PARTNERSHIP WITH COMMUNITIES OF COLOR

Unknown 1 2 3 4 5 The organization intentionally identifies and builds relationships with organizations and communities of color as key, relevant stakeholders.

Unknown	1	2	3	4	5	The organization practices community engagement in ways that allow voices, perspectives, and input from communities of color to drive the organization's decision-making.
Unknown	1	2	3	4	5	The organization has accountable relationships with community partners, allowing them to be aware of and understand organizational decision-making as they are made.
Unknown	1	2	3	4	5	The organization has policies and practices in place that allows for responsiveness when community-based partners ask for immediate support and action.
Unknown	1	2	3	4	5	The organization has policies and/or processes in place that allow organizational practices to be reviewed with community partner input and considered for change or elimination.

Circle a Choice

APPLYING AN ANTI-RACISM LENS TO PROGRAMS, ADVOCACY, & DECISION-MAKING

Unknown	1	2	3	4	5	The organization has explicit policies and/or practices in place to ensure that communities of color are a part of decision making on an ongoing basis during the design, implementation, and evaluation of programs.
Unknown	1	2	3	4	5	The organization has explicit policies and/or practices in place ensuring that clients/communities most impacted by the organization's work are a part of decision making on an ongoing basis during the design, implementation, and evaluation of programs.
Unknown	1	2	3	4	5	The organization has policies in place that aims and prioritizes collecting, tracking, and analyzing data on racial demographics to inform program goals and advance racial equity (i.e. disaggregating client data by race).
Unknown	1	2	3	4	5	My organization advocates for the inclusion of racial justice issues when working with other organizations and coalitions
Unknown	1	2	3	4	5	When planning programs and events, the organization considers factors like language access/interpretation, accommodations, childcare, food, and proximity to transportation.
Unknown	1	2	3	4	5	The organization proactively and intentionally reaches communities of color & understands & addresses the needs of clients of color.
Unknown	1	2	3	4	5	In setting programmatic/advocacy/policy/case priorities, the organization considers how the decision will benefit or harm communities of color
Unknown	1	2	3	4	5	In setting programmatic/advocacy/policy/case priorities, the organization considers whether the decision will strengthen or undermine its goals around racial equity.
Unknown	1	2	3	4	5	The organization consistently uses inclusive and culturally responsive language in both internal and external communications.