SpectraDIVERSITY
Powering Inclusive Cultures

Spectra Diversity Inclusion Assessment™

Implementation Guidelines: A Starting Point to Power Inclusive Cultures

Background

Approximate Spectra Assessment set-up time: 2-6 weeks depending upon client approvals; steps require completion before progressing to next stage
Typical running time: 2 weeks plus 2 additional days for client testing
Number of standard questions: 31 Diversity and Inclusion questions; 6 demographic questions; 2 optional open-ended questions. Most people complete the Spectra Assessment in ten minutes or less
Number of optional sub-categories: 5 custom sub-categories available. The first one has 22 potential responses, the other four have 8 each
Spectra Assessment use: The Spectra Diversity Inclusion Assessment has been used for D&I Councils; Management teams; Education (staff and faculty); functional teams; company-wide baseline measurement; Executive teams in 10 different industries and 15 states.

Pre-work

Prior to the creation of a Spectra Assessment, client information must be confirmed.

1. Number of participants to be confirmed with Spectra Diversity
    a. Gather email list of participants
    b. Send email list (excel or csv) to info@SpectraDiversity.com
    c. Spectra Diversity to send invoice; payment required before assessment activation
2. Choose a Spectra Assessment start and close date
3. Choose whether to have the Individual Reports sent out (immediately, or to hold them for sending at a later date).
4. Choose up to three reminders dates
    a. Spectra Diversity automatically sends reminders to only those who have not yet participated
5. Choose open-ended questions (recommended)
    a. Spectra Diversity has sample questions in the Communication document
6. *Option: Choose sub-categories for large groups*
    a. *Teams, regions, job roles, states for example*
    b. *Sub-category must have at least 5 members for data reporting to preserve anonymity*
    c. *Additional charge for data results of sub-categories*
    d. *Demographic only = $150; Enhanced Data Analysis with sub-categories = $500 and includes demographics*
7. Contact client IT department to allow list the Spectra Diversity email accounts and domain
    a. Spectra Diversity has an instruction document to provide to IT department
8. Select individuals from client location to send emails to participants
    a. "Heads-up" email from CEO or another Executive sent one week prior

   b. "Welcome instructions" from main client contact (HR or Diversity Exec for example) sent on day of activation
   c. Spectra Diversity has sample templates of both emails
   d. Send emails for proofing to Change Partner or info@SpectraDiversity.com
9. Client sign-off on all information above

Activation

1. Spectra Assessment entry form filled out by Enterprise or Change Partner
   a. *Spectra Diversity would be glad to do a screen share with you as you fill out your first Spectra Assessment order form*
2. Invoice sent to Spectra Partner based on # of participants
   a. 1,000 participants or less; invoiced @ $26 pp
   b. 1,000-2000 participants, invoiced #1 @ $26 for the reliability number of participants: invoice #2 for any completed participants greater than the reliability number
   c. 2,000 – 10,000 participants; invoice #1 @$23 for the reliability number of participants; invoice #2 for any completed participants greater than the reliability number
   d. > 10,000 participants contact Chris.Jones@SpectraDiversity.com for special pricing
3. Spectra Diversity activates the Spectra Assessment upon payment of invoice
   a. Sends client link and organizational passcode to Spectra Partner or client contact if no Spectra Partner exists
4. One week prior to launch date – client's Executive sends out the "heads-up" email
5. Two days prior to launch date
   a. Spectra Assessment is made active
   b. Spectra Diversity tests links
   c. Two client members test the assessment to confirm success of allow listing
6. Launch date – "Welcome Instructions" email sent to all members in the participant email list
7. Spectra Assessment is active
   a. Spectra Diversity, Spectra Partner and client organization respond to inquiries depending upon the nature of the question
   b. Option: extend the assessment's active time to gather additional participants; client organization to send an email to all participants thanking those who completed the assessment and urging remaining participants to complete the Spectra Assessment
8. Spectra Assessment concludes

Results

1. Spectra Diversity sends an Organization Report to Spectra Partner or client contact within 2 business days
2. Spectra Diversity reviews the Organization Report and the Enhanced Data Analysis with the Spectra Partner: first assessment review is gratis; additional reviews are charged at $300 per assessment
3. Spectra Partner reviews the Organization Report with the client contact or organization leadership
4. Depending upon the results, a range of actions may be taken. Enterprise or Change Partner will advise the client.

Options

1. If your organization does not allow the collection of demographics (in the EU for example), the questions can be suppressed and are not included in the assessment.
2. If your organization desires the “Organization Only” pricing and later decides to use Individual Reports, Spectra Diversity has the data and can send out Individual Reports after payment of the difference between full assessment reporting and Organization only reporting.
3. If your organization adds new employees between the time of the assessment and the time training is conducted, the assessment can be re-activated, and new employees added to the cumulative data.
4. If your organization does not have a diversity and inclusion facilitator, Spectra Diversity can provide referrals. https://www.spectradiversity.com/di-facilitators/
5. Spectra Diversity can send out the Individual Reports in batches as the training takes place. The Change Partner will need to provide email lists of each batch.