

# How to develop a diverse, equitable, and inclusive workforce

*While most Minnesota employers recognize the importance and the benefits of attracting and retaining a diverse workforce, not all employers know how to get started. These steps will help employers start building a DEI process into their workplaces.*

## Steps

- Secure leadership support.
- Make DEI an integral part of your organization's work by convening a committee or existing committee to focus on DEI work – could be your wellness committee, safety committee or a stand-alone committee. You'll want to find help for your organization to get started and to support the work of a committee with assessment, training, planning and implementation
- Work with your regional Community Workforce Inclusion Council (CWIC) and Regional Workforce Consultants found here <https://www.careerforcemn.com/find-your-workforce-strategy-consultant>
- You may want to consider hiring a contractor to help your organization get started and to support the work of a committee with assessment, professional development, strategic planning, and implementation.
- Consider hiring a permanent DEI professional to ensure ongoing success and sustainability of your goals.
- Establish an Affinity Group/Employee Resource Group for staff who are underrepresented.
- Ask leadership to express a commitment to an inclusive workplace in the organization's stated values, mission and policies.
- Involve your leadership with a CEO commitment statement in an email shared with all employees and/or a CEO pledge that outlines a specific set of actions that will be taken to cultivate a trusting environment where all ideas are welcomed, and employees feel comfortable and empowered to have discussions about diversity and inclusion
- Create an equity statement such as:

We consider all qualified applicants without regard to race, religion, national origin, age, sexual orientation, gender identity, disability, or veteran status, among other factors.

- Communicate clearly and consistently with employees – share the commitment and the process.
- Assess how diversity, equity and inclusion influence your organization's work and culture. Choose an assessment that suits your needs, examples can be found here: <https://www.rwa-nw.org/inclusive-employer-toolkit/Assess-your-Organization>
- Provide regular diversity, equity and inclusion education for staff and leadership. Examples can be found here: <https://www.rwa-nw.org/inclusive-employer-toolkit/Provide-DEI-Training>

- Develop and implement a DEI plan, resources can be found here: <https://www.rwa-nw.org/inclusive-employer-toolkit/Sustain-DEI-Practices>
- Allocate resources to support and sustain an inclusive and equitable workplace.
- Evaluate your program and process on a regular and consistent basis as DEI is an ongoing process and not a singular outcome.
- Consider applying for an Inclusive Workforce Employer Recognition (I-WE). Learn more from your Regional Workforce Consultants found here <https://www.careerforcemn.com/find-your-workforce-strategy-consultant>.

## Resources

### TOOLKITS:

- Inclusive Employer Toolkit developed by the Northwest MN Regional Workforce Alliance, Northwest Private Industry Council and Rural MN CEP (Concentrated Employment Program): <https://www.rwa-nw.org/inclusive-employer-toolkit>
- The Annie Casey Foundation's Toolkit for Equity, Diversity, and Inclusion: <https://www.aecf.org/resources/advancing-the-mission-tools-for-equity-diversity-and-inclusion>
- REJI Organizational Race Equity Toolkit: <https://justleadwa.org/learn/rejitookit/>

### ASSESSMENT TOOLS:

- New Hampshire Equity Collective: [Organizational Assessment](#)
- Inclusive Dubuque: [Self Assessment for DEI](#)
- Meyer's DEI Spectrum Tool: [DEI Spectrum Tool](#)

### EDUCATION & RESOURCES:

- LGBTQIA2s+: [Public Policy & Equity](#)
- Learning for Justice: [Educational Tools & Resources](#)

### PLANNING TOOLS:

- University of Michigan: [Strategic Planning Toolkit](#)
- University of California Berkeley: [DEI Planning Checklist](#)

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*Updated: November 2022*

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