

Commonwealth Compact Benchmark Data Form

You may use this form as a guide to completing the on-line Benchmark Data Collection form, but please do not submit this in hard copy to us. Please be sure to submit your data through our on-line form only.

Thank you for taking the time to provide your benchmark data. This form consists of six pages; following each page you can continue to the next page, or submit what you have completed and return to complete the form later.

All fields **in red** are required.

Section I: Organizational Information

1. Organization Name _____ **2. Email** _____ 3. Website _____
4. Telephone _____ 5. Fax _____

Your password: Choose a password to log into our directory or update your information.

Contact information

6. Name of primary organization contact _____ 7. Email _____
8. Telephone _____ 9. Where are your corporate headquarters located? _____

10. Where are your employees located?

Select the most descriptive category:

- Options: Only in Massachusetts;
 Only in New England;
 Only in USA;
 US and Internationally

11. What staff contributed to this report?

Benchmark Data

12. Total number of employees _____

13. Number of employees in Massachusetts _____

14. Overall organization budget or gross revenues _____

Section II. Boards/Governance

The person most familiar with the composition of the board should complete this section. Please fill out this chart according to the membership of the Board of Directors of your organization, regardless of their location

TABLE I: Board Members (Report board members in only one category)															
Race/Ethnicity															
Role Categories	Hispanic or Latino		Not-Hispanic or Latino												Totals
			Male						Female						
	Female	Male	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or More Races	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or More Races	
Members of Executive Committee (If board has one)															
Any Additional Officers not Included Above															
Voting Members (Not including Officers/Exec. Comm.)															
Non-Voting Members															
How many voting board members have served more than two years?															

If there are people in the roles above whose ethnicity/race you do not know, please describe them here (e.g., There is 1 officer whose race I do not know).: _____

Yes/No Questions

15. Does your board offer mentoring, orientation or training to its members?

16. Does your board have an on-going process for identifying a diverse pool of candidates for board service?

If your response to the previous question was yes, how does your board go about doing this?

16a. Use the services of search firms for identifying a diverse pool of candidates for board service?

16b. Have access to some formal or informal source of diverse candidates, such as the National Association of Asian American Professionals, The Partnership, Association of Latino Professionals in Finance and Accounting, Emerging Leaders, etc. (If so, please indicate source(s))

17. Has your board adopted or endorsed a diversity policy and/or goals for your organization? (Please describe)

18. Does the board formally assess its own performance with respect to achievement of diversity goals?

Section III: Workplace Personnel

Tell us about the racial, gender, and ethnic diversity of your employees in Massachusetts

All Organizations

Job Categories	TABLE II: Number of Employees (Report employees in only one category)														
	Race/Ethnicity														
	Hispanic or Latino		Not-Hispanic or Latino												
			Male						Female						
	Female	Male	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races	Totals
Executive, Senior Level Officials and Managers 1.1															
First/Mid-Level Officials and Managers 1.2															
Professionals 2															
Technicians 3															
Sales Workers 4															
Administrative Support Workers 5															
Craft Workers, Operatives, Laborers and Helpers 6															
Service Workers 9															

If there are people in the jobs above whose ethnicity/race you do not know, please describe them here (e.g., We have 15 clerks whose race I do not know).: _____

Educational Institutions Only

TABLE III: Employees/Students of Educational Institutions															
Race/Ethnicity															
Job Categories	Hispanic or Latino		Not-Hispanic or Latino												Totals
			Male						Female						
	Female	Male	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races	White	American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races	
Tenured Faculty															
Tenure Track Faculty															
Other Faculty															
Students: Undergraduate															
Students: Graduate															
International Students - Total Only for Undergraduate Students															
International Students - Total Only for Graduate Students															

If there are people in the jobs/roles above whose ethnicity/race you do not know, please describe them here (e.g., We have 5 tenure track faculty whose race I do not know).: _____

Note: Answer questions from this point forward in terms of your **Massachusetts** employees and operations.

Section IV: CEO Questionnaire

Please answer the following questions from the CEO's perspective

19. In the context of your industry or sector, are you generally satisfied with the diversity of your executives/senior level officials (Table II on page 3) in terms of the inclusion of people of color?

20. In the context of your industry or sector, are you generally satisfied with the diversity of your executives/senior level officials (Table II on page 3) in terms of the inclusion of women?

21. Is the CEO actively engaged in the organization's diversity efforts?

21a. What are the top 5 ways the CEO demonstrates the organization's leadership on issues of Diversity (please give 5 examples of internal/external efforts)

22. Do the goals given by the CEO to top managers include explicit goals or targets for improving diversity within the organization?

23. Does performance against diversity goals directly impact the compensation of top managers?

24. Is performance against diversity goals a factor when considering top managers for promotion?

25. Does the organization have any of the following:

25a. A top manager whose primary responsibility is the oversight of diversity initiatives in the organization

25b. A diversity committee that provides oversight to diversity initiatives

25c. Internal reporting requirements that periodically summarize progress against diversity goals?

25d. A diversity recruitment staff or search firm relationship?

25e. An explicit annual budget or budget line item to fund diversity initiatives?

25f. Discussion of progress towards diversity goals at Board meetings?

25g. A person or person(s) trained to investigate discrimination complaints?

26. Does the organization have a statement of values and strategic goals that includes diversity and inclusion? (Please upload an example)

27. Does your organization periodically conduct employee surveys? (If yes, please share 3 - 5 of the most recent principal findings - optional)

27a. If YES to question 27, do your surveys include questions about diversity or inclusion?

27b. If YES to question 27, do your surveys allow for demographic analysis by race and gender of respondents?

28. How has the diversity of your workplace changed over the last 3-5 years in terms of race?

Options: More Diverse - No Change - Less Diverse

29. How has the diversity of your workplace changed over the last 3-5 years in terms of gender?

Options: More Diverse - No Change - Less Diverse

30. Please confirm which if any of the following elements are incorporated into your recruitment program to ensure a diverse pool:

- Select all that apply:
- a. Advertise in ethnic media
 - b. Search for talent in diverse talent resources (please provide examples below)
 - c. For a search, require people of color or women to be interviewed/considered
 - d. Other – Please list or explain below

30a. Other elements in your recruitment program: _____

31. Does your organization sponsor or provide programs that develop the leadership of people of color?

32. Does your organization sponsor or provide programs that develop the leadership of women?

33. Does your organization sponsor or provide learning or training programs that support people of color?

34. Does your organization sponsor or provide learning or training programs that support women?

35. If you answered Yes in questions 31 to 34, please briefly describe those programs.

36. Does your employee performance review assessment system explicitly recognize and reward efforts that foster diversity and incorporate diversity goals?

37. Does your organization have a current affirmative action plan?

Section IV. Customers/Consumers/Services

38. How do you ensure that your programs/services/products are delivered in a culturally sensitive or culturally competent manner?

Options (select all that apply):

- a. Materials are printed in multiple languages
- b. Staff members are multilingual/translation services are available
- c. Diverse people are represented in advertisements and printed materials
- d. Other – describe below

38a. Describe other programs here: _____

39. Do you provide or participate in any special training for managers and staff to improve their cultural sensitivity/competence?
Provide example(s) _____

40. Does your organization conduct surveys and/or use other mechanisms to obtain customer feedback to gauge their levels of satisfaction with your products, programs and/or services? If yes, please share 3-5 of the most recent principal findings (optional)

41. Do you find these surveys to be effective mechanisms for improving consumer satisfaction??

Section V. Suppliers/Vendors

42. **What is the number** of contracts over \$50K (corporate or university) or \$10K (non-profit) you had with vendors in 2008?

43. **What is the number** of contracts over \$50K (corporate or university) or \$10K (non-profit) you had with minority-owned vendors in 2008?

44. **What is the number** of contracts over \$50K (corporate or university) or \$10K (non-profit) you had with woman-owned vendors in 2008?

45. **How much** did you spend in 2008 in contracting expenditures? (Please include only contracts or vendor relationships over \$50K if you are a corporation or university or \$10K if you are a non-profit)

46. **How much** did you spend in 2008 in contracting expenditures with minority-owned contractors? (Please include only contracts or vendor relationships over \$50K if you are a corporation or university or \$10K if you are a non-profit)

47. **How much** did you spend in 2008 in contracting expenditures with woman-owned contractors? (Please include only contracts or vendor relationships over \$50K if you are a corporation or university or \$10K if you are a non-profit)

48. Do your major suppliers have policies in place to encourage a diverse workplace and supplier base?

49. Do you have a policy to encourage supplier diversity?

Section VI. Community Engagement/Best Practices

50. What are the top 5 (either most successful, visible or well received) things your organization does to promote diversity, inclusion and racial, ethnic, and gender equality?

51. How do these initiatives contribute to your organization's overall objectives?

Section VII. Comments

52. Is there any part of your data that you would like to clarify or provide some context for? If so, please do so here.

53. We know that 2008 was the beginning of cutbacks, hiring freezes and layoffs for many organizations around the country. Please include here anything that you would like to add about how this has impacted your organization, or diversity at your organization.

54. Please offer any comments about particular successes you have achieved or challenges you have faced. Again these will not be linked to particular organizations, but we believe that taken together they can offer a treasure trove of wisdom going forward.

55. Please provide any constructive feedback you would like to add about your experience filling out this template, the value of the tool or the data we collect, or other general feedback.

