**Diversity Skills Checklist**

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|  | ***Category*** | ***Diversity Skill*** |
|  | Comm | I listen objectively to complaints about harassment inappropriate remarks, and behavior. I know where to report these instances. |
|  | Comm | I speak and present clearly to a diverse audience. |
|  | Comm | I know how to listen to, influence, and motivate diverse individuals and groups. |
|  | Comm | I am familiar with the different aspects of diversity and speak comfortably about them with others.  |
|  | Comm | I model and encourage open communication and effective teamwork. |

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|  | Knowledge | I know the laws and Texas State policies related to disability, race, gender, national origin, veteran status, gender identity, gender expression, age, disability, and religion. |
|  | Knowledge | I get objective information about the cultures of employees and external customers. This includes history, values, holidays, etc. |
|  | Knowledge | I know how to respond when someone tells me they have been a victim of sexual assault, harassment, stalking, or relationship violence. |
|  | Knowledge | I know where and how to report incidents of sexual assault, sexual violence, relationship violence, and harassment at Texas State. |
|  | Knowledge | I know the definition of Title IX, the “Dear Colleague Letter” and how they apply to Texas State University. |
|  | Knowledge | I know the Campus Sexual Violence Elimination Act |
|  | Knowledge | I know the Clery Act. |
|  | Knowledge | I know the Violence against Women Reauthorization Act. |

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|  | Leadership / Mgmt | I describe how various groups (ethnic, gender, sexual orientation) affect our business. |
|  | Leadership / Mgmt | I hold people accountable for the quality of their work, whatever their background or culture. |
|  | Leadership / Mgmt | I am clear about the basic qualifications and competencies that are needed to fill a position. |
|  | Leadership / Mgmt | I conduct target interviews and do not allow assumptions and biases to influence my decisions-for example, hiring someone just because he is from the same culture or gender or because she is from a particular ethnic or racial background. |
|  | Leadership / Mgmt | I apply the laws about the questions that are appropriate to ask in an interview and those that are not. |
|  | Leadership / Mgmt | I am comfortable in giving evaluations based on performance. |
|  | Leadership / Mgmt | I relate diversity to the business case and overall business strategy. |
|  | Leadership / Mgmt | I mentor, coach, and develop all the people under me, whatever their background. |

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|  | Mindset | I am comfortable with different cultures. |
|  | Mindset | I recognize my own biases and assumptions about others. |

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|  | Teamwork | I recognize there is more than one way to lead or be successful, and I include different styles and cultures in decision-making, brainstorming, and feedback meetings. |
|  | Teamwork | I value and use what others have to offer. |
|  | Teamwork | I create solid relationships with people who think and act differently from me. |
|  | Teamwork | I know how to and am willing to manage conflicts, disagreements, and claims of harassment. |