Making an Impact

Handout 14

Self-Awareness Questionnaire

Diversity Awareness Profile

Adapted from a questionnaire by: Karen Grote

Owned CTU Maccauvlei

The Manager's Version of the Diversity Awareness Profile (DAP) is designed to assist managers in becoming aware of ways that they discriminate against, judge, or isolate people who work for them or with them or who apply for employment. After this instrument is administered to you, you will have an opportunity to evaluate your behaviour and to plan action steps to modify any undesirable behaviour you discover.

Since the purpose of the DAP is increase your self-awareness, the more honest you are while answering the questions, the more you will gain form it. There are no standard right or wrong answers; whatever is true for you is the right answer. This is not timed test, but do not labour over the answers; generally, your first impression will be valid. You need not reveal your score to others.

INSTRUCTIONS: Read each question and circle the number that best answers it. Consider each question in terms of your own actions, beliefs, and experiences. When you have finished answering   the forty questions, add up the numbers inside the circles and write the page totals in the blanks provided. Then write in the grand total (the sum of the page totals) and wait for further instructions form your facilitator.

How often do I, as a manager?	Almost	Seldom	Usually	Almost
1) Challenge other on racial/ethnic/sexually insulting comments?	1	2	3	4
2) Speak up when someone is humiliating another person or acting inappropriately?	1	2	3	4
3) Think about the impact of my comments and actions before I speak or act?	1	2	3	4
4) Refuse to participate in jokes that are derogatory to any group, culture, sex, or sexual orientation?	1	2	3	4
5) Refrain from repeating statements or rumours that reinforce prejudice or bias?	1	2	3	4
6) Check out reality before repeating or believing rumour or assumptions about anyone?	1	2	3	4
7) Recognize and challenge the biases that affect my own thinking?	1	2	3	4
8) Avoid using language that reinforces negative stereotypes?	1	2	3	4
9) Assume and convey the message that other group members are as skilled and competent as others?	1	2	3	4
10) Get to know people form different cultures and groups as individuals?	1	2	3	4
11) Realize members of another culture have a need to socialize with and reinforce one another and connect as a group?	1	2	3	4

	Almost Never	Seldom	Usually	Almost Always
12) Accept and reinforce the fact that not everyone has to act or look a certain way to be successful in, or valuable to, my organisation?	1	2	3	4
13) Take responsibility for helping new people in my organisation, including women and people of various cultures, ages and sizes, to feel welcome and accepted?	1	2	3	4
14) Include members of other groups, including women, in the informal network and/or social events?	1	2	3	4
15) Learn about and appreciate the richness of other cultures and respect their holidays and events?	1	2	3	4
Page Total				

	Almost Never	Seldom	Usually	Almost Always
16) Ask for and plan social events in which people form all groups are able to participate?	1	2	3	4
17) Encourage members of other groups to speak out on their issues and concerns and threat those issues as valid?	1	2	3	4
18) Encourage members of all groups including women, to take risks?	1	2	3	4
19) Listen to ideas of members of all groups and give them credit, both one-on-one and in group meetings?	1	2	3	4
20) Include members of all groups in decision-making processes?	1	2	3	4

	1	2	3	4
21) Empower members of all groups by delegating responsibility to them?	1	2	3	4
22) Provide straightforward and timely feedback to members of all groups, including women?	1	2	3	4
23) Encourage members of all groups, including women, to exhibit their individuality?	1	2	3	4
24) Disregard physical characteristics when determining abilities or job competence?	1	2	3	4
25) Take responsibility for making sure my organisation follows legal guidelines (e.g. LRA etc)	1	2	3	4
26) Follow organisational policies regarding equal treatment?	1	2	3	4
27) Consider members of all groups including women, for all positions?	1	2	3	4
28) Keep members of all groups, including women, in the formal and informal information loops?	1	2	3	4
29) Provide members of all groups, including women, with ample training for ongoing professional development equal to that of others in terms of time, scope, and location?	1	2	3	4
30) Provide formal or informal mentoring to new employees, including members of all groups, so they can "learn the ropes"?	1	2	3	4
			PAGE TOTAL	

	Almost Never	Seldom	Usually	Almost Always
31) Make the extra effort to retain previously discriminated against employees?	1	2	3	4
32) Reinforce and reward other for behaviours that support cultural diversity?	1	2	3	4
33) Confront organisational policies and procedures that lead to the exclusion of anyone?	1	2	3	4
34) Listen to and value contributions by members of all groups, including women, in meetings?	1	2	3	4
35) Make extra efforts to educate myself about other cultures?	1	2	3	4
36) Call, write, or in some way protest when a book, newspaper, television show, or some branch of media	1	2	3	4
37) Refuse to join or remain a member of associations or groups that allow or reinforce values or practices	1	2	3	4
38) Base hiring and promotions on objective criteria rather than on a personal-comfort zone?	1	2	3	4
39) Provide equal opportunity for previously discriminated against people, including women, to	1	2	3	4
40) Find out the reasons why employees form other groups leave the organisation?	1	2	3	4
PAGE TOTAL				
ADD UP ALL PAGE TOTALS FOR YOUR TOTAL SCORE				