

# An Assessment of Employee Input for Improving Equal Opportunity

## **General Instructions**

The items in the attached questionnaire are designed to capture your perceptions, thoughts and ideas regarding equal opportunity in the organization. Each respondent is asked to complete Sections I and II of the questionnaire. Section I addresses employee perceptions regarding equality of opportunity. Section II asks for comments and suggestions for addressing fairness issues within the organization.

The questionnaire enables respondents to offer ideas for ensuring equal opportunity. Confidentiality will be maintained throughout the process.

## **McKoy and Associates Management Consultants**

### **Instructions for Completing the Questionnaire**

This Assessment is designed to acquire information regarding perceptions of equal opportunity within the Town's workforce. Each employee will be given an opportunity to offer his or her views. Employee perceptions and ideas will offer important insights into ways the Town can ensure fairness toward all employees.

Please complete this questionnaire and return it to Henry McKoy after you have finished. The results of The assessment will be used to strengthen the Town's efforts to promote an environment that promotes Fairness and which respects diversity.

The perceptions and ideas of each employee is valued and appreciated. The results of the Assessment will be shared with Town Leaders and employees when completed.

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## Section 1. Perceptions about Equality of Opportunity in the Workplace

*The Town of Chapel Hill is committed to achieving equal opportunity for all employees. A variety of policies and initiatives have been developed over the years aimed at promoting fairness in the workplace. This questionnaire seeks to obtain employee perceptions regarding equality of opportunity in the workplace.*

**Confidentiality:** *The confidentiality of employee input will be maintained at all times. A summary of information regarding employee perceptions will be presented to Town Leaders for the purpose of ensuring fairness throughout the organization.*

Beside each statement listed below, please indicate your response using the following ratings of:

*1.Strongly Agree 2.Agree 3.Disagree 4.Strongly Disagree 5. Don't Know*

	SA	A	D	SD	DK
1. Every citizen regardless of race or ethnicity has an equal opportunity to be employed if they meet the qualifications.	1	2	3	4	5
2. Males and females have the same employment opportunities to be employed in our workplace if they meet qualifications.	1	2	3	4	5
3. All employees regardless of age have equal opportunity when it comes to hiring for positions for which they qualify.	1	2	3	4	5
4. Reasonable accommodations are made to provide equal opportunity for employment for the disabled	1.	2	3	4	5
5. Women of Color have the same opportunity as Caucasian women if they meet the qualifications for the job.	1	2	3	4	5
6. Men of Color have the same opportunity as Caucasian men if they meet the qualifications.	1	2	3	4	5
7. An individual's sexual orientation does not affect his/ her employment opportunities with the Town.	1	2	3	4	5
8. Employees are treated fairly in promotional decisions:					
a. African Americans/Blacks	1	2	3	4	5
b. Native American/American Indian	1	2	3	4	5
c. Hispanic/Latino American	1	2	3	4	5
d. Caucasian/White American	1	2	3	4	5
e. Asian Americans	1	2	3	4	5
9. An employee is not likely to be treated unfairly in our workplace because of his/her religious affiliation.	1	2	3	4	5
10. I feel that I can openly discuss issues of unfairness with management: ( <i>management includes the following</i> )					
a. Supervisor	1	2	3	4	5
b. Department Head	1	2	3	4	5

*Please circle one of the choices (a), (b), or (c) below*

11: Derogatory actions because of their sexual orientation in our workplace:

- a. I have not seen it occur
- b. I have seen it happen to others
- c. I experienced it personally

12. Derogatory treatment based on race in our workplace:

- a. I have not seen it occur
- b. I have seen it happen to others
- c. I experienced it personally

13. Sexual harassment in our workplace:

- a. I have not seen any harassment
- b. I have seen it happen to others
- c. I experienced it personally

*Please circle the number that best reflects your opinion with 10 representing best and 1 representing worst.*

14. How optimistic are you about progress being made in providing equal promotional opportunity in our workplace on a scale of 1 to 10. *(Circle your choice)* 1 2 3 4 5 6 7 8 9 10

15. On a scale of 1 to 10, please rate the degree to which you feel you are treated with respect within your department. *(Circle your choice)* 1 2 3 4 5 6 7 8 9 10

16. The Town strives to promote fairness to all employees and to be a good employer. What is one observation/thing that you have noticed which demonstrates that this is a true statement.

Comment here

**Section II: Current Issues/Contemporary Challenges**

Although important efforts have been undertaken in the past as well as the present to promote equality of opportunity, there are contemporary issues and challenges that arise from time to time as our workforce grows and becomes more diverse. This section asks for input and ideas on these current challenges.

17. List two actions that could be done by the Town or by your department that would help you to maximize your potential within the organization. *Specify Town (T) or department(D) in your answer*

1. *Action* \_\_\_\_\_  
\_\_\_\_\_

How will this help? Respond here:

2. *Action* \_\_\_\_\_  
\_\_\_\_\_

How will this help? Respond here:

18. In terms of ensuring equal opportunity for all, what are two key issues or concerns that should be addressed by the Town in your opinion?

1. *Issue* \_\_\_\_\_  
\_\_\_\_\_

If accomplished, how would this help? Respond here:

2. *Issue* \_\_\_\_\_  
\_\_\_\_\_

If accomplished, how would this help? Respond here:

**Additional Comments**

19. The prior questions may not have addressed a primary concern or recommendation regarding fairness and equality of opportunity in the workplace. Please use this section to offer additional input, suggestions or insights which you believe will ensure fairness and equity in the Town's workplace.

Comment here

## Demographic Data

In order to help us understand the different responses on the questionnaire made by individuals of diverse backgrounds, we will need the following information from you.

*Please circle the appropriate number that best captures who you are.*

What is your Gender

1. Male
2. Female

Race/Ethnicity

1. Caucasian/White
2. African American/Black
3. Hispanic/Latino
4. Asian American
5. Native American/Indian
6. Mixed Race
7. Other-  
(specify\_\_\_\_\_)

Education

1. College graduate
2. Associate degree
3. High School diploma
4. Less than High School

Length of employment with  
Town

1. Over 15 years
2. Between 10 and 15 years
3. Between 5 and 10 years
4. Less than 5 years

Department\_\_\_\_\_