



Lawrence Berkeley
National Laboratory



Human
Resources
DIVERSITY
& INCLUSION
OFFICE

Diversity and Inclusion

Sample Goals and Activities for Performance Review

Awareness:

Goal: Enhance my understanding of diversity and inclusion issues.

Goal met by: Attended screenings of Steve Robbins' videos and actively participated in discussions.

Goal: Participate in trainings that would specifically enhance my cultural competency.

Goal met by: Attended LGBTQ awareness training during Pride Month to increase my awareness.

Goal: Participate in professional activities that would increase my experience in interacting with people from cultural backgrounds other than my own.

Goal met by: Joined African-American ERG to support and promote their annual activities and initiatives.

Recruitment and Hiring:

Goal: In all aspects of my work, and as a member of the Berkeley Lab community, my goal is to be a role model to others and behave in a way that actively supports the Principles of Community and promotes diversity and inclusion in the workplace.

Goal met by: As a hiring manager, I discussed with my selection committee where unconscious biases can appear during the recruitment and hiring process. We also debriefed after meetings to ensure transparency, fairness and, objectivity.

Goal: Develop effective strategies to recruit and attract a more diverse applicant pool for position vacancies.

Goal met by: We met our outreach goals of increasing the number of outreach events to underrepresented groups in STEM by 25%.

Goal: Develop, improve and/or modify promotional materials so that they are culturally sensitive and accessible to all target groups.

Goal met by: We made a concerted effort to review and modify our Division's website and marketing materials to show more inclusive images, and highlight notable research by staff members and/or emerging leaders in underrepresented groups.



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Inclusion:

Goal: Promote diversity and inclusion in my workplace.

Goal met by: Promote the development and advancement of underrepresented groups in my team through professional development courses and trainings.

Goal: Actively create a productive work environment within my team that is free of harassment and bullying.

Goal met by: Implemented a series of team building activities resulting in improved teamwork, communication, and inclusion.

Goal: Make sure that web pages, documents, forms, etc. are ADA compliant and accessible to all users.

Goal met by: Partnered with IT Department to review Division website and electronic documents to ensure ADA compliance.

Goal: Assess whether current policies, practices, and procedures are inclusive and sensitive to the various cultures in our Division/Lab.

Goal met by: Joined Division D&I Committee (or Lab D&I Council) to review current policies, practices, and procedures. Currently in the process of reviewing and making recommendations to senior management.

Goal: Promote policies, practices, and procedures that are inclusive and sensitive to the various cultures in our Division/Lab.

Goal met by: Promoted the Lab's Workplace Gender Transition Guidelines during Division All Hands to inform the Division about this process.