Template (Checklist) for Local EDI Development Activities

CARDEA has created an EDI checklist for organizations, inspired by the HR Excellence in Research [checklist template](#)[1] checklist template for open, transparent, and merit-based recruitment. This checklist serves as a tool to monitor the progress of EDI within your organization.

Question	Yes (Please supply Evidence/Indicators)	Somewhat	No	Actions Required (if answer is somewhat or no)	Additional Comments
Has our organisation* evidence of an Equality, Diversity and Inclusion Policy?					
Has our organisation established a Recruitment Strategy inclusive of OTMR (Charter and Code)					
Does our organisation include diverse panel members in interview and selection processes?					
Does our organisation develop targeted efforts to attract diverse candidates?					
Does our organisation evaluate job descriptions and requirements for bias and inclusivity?					
Does our organisation ensure					

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[1] Please see details of the HR Excellence in Research framework at the following link: https://euraxess.ec.europa.eu/jobs/hrs4r.

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accessibility for all staff in all forms of accessibility e.g access for individuals with disabilities, inclusive communication etc.					
Does our organisation provide unconscious bias training for Research Managers and hiring managers					
Does our organisation provide EDI awareness training for all staff?					
Does our organisation have a mechanism to tract and measure progress on EDI goals					
Does our organisation collect and analyse data on EDI metrics?					
Does our organisation survey staff on EDI issues?					

In this context "Organisation" may mean your University, RPO or your group or project team.

This is a specific self-assessment checklist for Equality, Diversity and Inclusion. Please include the status of achievement and details on the Actions Required on the form measures that will be used to overcome deficiencies.