

Promoting Diversity - By Educating Yourself and Others

Commit	Action	Achieved
<input type="checkbox"/>	Attend and support an event hosted by a minority professional, affinity group, or student association and encourage attendance by others.	<input type="checkbox"/>
<input type="checkbox"/>	Know who the diverse members of the team are in your office and your company.	<input type="checkbox"/>
<input type="checkbox"/>	Read articles on diversity in the commercial real estate industry.	<input type="checkbox"/>
<input type="checkbox"/>	Become familiar with your organization's initiatives related to diversity and be able to explain them and communicate the significance (e.g., flex, part-time or parental leave policy).	<input type="checkbox"/>
<input type="checkbox"/>	Ask a client about its own diversity efforts and share what your company is doing. Discuss with clients how their business includes diversity in recruitment, selection of vendors, etc.	<input type="checkbox"/>
<input type="checkbox"/>	Attend a training that focuses on diversity in the real estate industry.	<input type="checkbox"/>
<input type="checkbox"/>	Publish an article, social media or blog posting on a diversity-related topic.	<input type="checkbox"/>
<input type="checkbox"/>	Interrupt bias by speaking up when you hear someone saying anything inappropriate about diversity. If you encounter a situation where a diverse person is not treated professionally or appropriately, address it.	<input type="checkbox"/>
<input type="checkbox"/>	Include a discussion about promoting diversity in your evaluation processes.	<input type="checkbox"/>
<input type="checkbox"/>	If you are a member of company leadership, include in a governance or committee meeting a discussion about diversity and how it relates to the goals of the company or organization.	<input type="checkbox"/>
<input type="checkbox"/>	Celebrate and publicize the diversity efforts of others in your company or organization.	<input type="checkbox"/>

Promoting Diversity – By Aiding in Professional Development

Commit	Action	Achieved
<input type="checkbox"/>	When working with a diverse junior employee (or anyone junior), take special care to provide the best, specific feedback possible on assignments or projects. Meet with the diverse employee in person and provide concrete suggestions for improving work product or skill sets.	<input type="checkbox"/>
<input type="checkbox"/>	When a diverse junior employee (or anyone junior) works with you, provide feedback at the completion of the project, including suggestions about the associate's future skill development.	<input type="checkbox"/>
<input type="checkbox"/>	When meeting in large groups within the company or organization, use name tags or nameplates in order to allow people to learn the names of participants.	<input type="checkbox"/>
<input type="checkbox"/>	Provide an opportunity for a diverse colleague to make a presentation to your team.	<input type="checkbox"/>
<input type="checkbox"/>	Recommend diverse colleagues as presenters or panel speakers in their substantive areas.	<input type="checkbox"/>
<input type="checkbox"/>	Find out what a diverse colleague is most interested in and help that colleague build expertise in that area.	<input type="checkbox"/>

Promoting Diversity – By Supporting Work/Life Balance

Commit	Action	Achieved
<input type="checkbox"/>	Support colleagues working on flexible or part-time work arrangements by being sensitive to scheduling issues where possible.	<input type="checkbox"/>
<input type="checkbox"/>	Further the professional development of a colleague working on a flexible or part-time schedule by providing quality opportunities without making assumptions about availability, time or interest.	<input type="checkbox"/>
<input type="checkbox"/>	Advise and assist colleagues to develop a plan for transitioning onto parental or family leave and ramping back up after conclusion of the leave. Assist the colleague in the transition.	<input type="checkbox"/>
<input type="checkbox"/>	Be knowledgeable about your company or organization's part-time, flexible time, remote work, and maternity, parental and adoption leave policies.	<input type="checkbox"/>
<input type="checkbox"/>	Set the right tone by being open with colleagues about scheduling around your own family and other personal commitments, so that colleagues will see that such commitments matter.	<input type="checkbox"/>

Promoting Diversity – Through Mentoring

Commit	Action	Achieved
<input type="checkbox"/>	Develop a mentoring relationship with a diverse colleague. Establish a professional relationship and provide general advice about work and promotion options.	<input type="checkbox"/>
<input type="checkbox"/>	Meet with a newly-promoted diverse colleague to establish a professional relationship and provide general advice about work.	<input type="checkbox"/>
<input type="checkbox"/>	Seek out and spend time with diverse colleagues. Figure out what common interests / experiences you share.	<input type="checkbox"/>
<input type="checkbox"/>	Nominate a diverse colleague for an honor or award, either within or outside your organization.	<input type="checkbox"/>
<input type="checkbox"/>	Have lunch with a diverse colleague within the first three months of his or her start date.	<input type="checkbox"/>
<input type="checkbox"/>	Introduce a diverse colleague to other members of your office and to your industry network.	<input type="checkbox"/>
<input type="checkbox"/>	Invite diverse colleagues and their guests to a non-work-related event, such as a dinner at a company/organization leader's home.	<input type="checkbox"/>
<input type="checkbox"/>	Act as a mentor to a student of a diverse background.	<input type="checkbox"/>

Promoting Diversity – By Supporting Business Development

Commit	Action	Achieved
<input type="checkbox"/>	Include diverse colleagues in trainings targeting business development or sales skills.	<input type="checkbox"/>
<input type="checkbox"/>	Include diverse colleagues in the team you recommend in response to an RFP or other opportunity.	<input type="checkbox"/>
<input type="checkbox"/>	Include diverse colleagues in a client meeting or pitch and give them a substantive role (even if small).	<input type="checkbox"/>
<input type="checkbox"/>	Introduce a diverse colleague to a client or referral source, outside of a specific job or pitch.	<input type="checkbox"/>
<input type="checkbox"/>	Find an opportunity to recommend a diverse colleague to another colleague for inclusion on a project.	<input type="checkbox"/>
<input type="checkbox"/>	Bring diverse colleagues with you to periodic client or partner relationship meetings in order to give diverse colleagues an opportunity to see how higher level relationship meetings operate.	<input type="checkbox"/>
<input type="checkbox"/>	Celebrate and publicize excellent work by diverse colleague, orally and/or by email and internal news sources.	<input type="checkbox"/>
<input type="checkbox"/>	Invite a diverse colleague to a networking event.	<input type="checkbox"/>
<input type="checkbox"/>	Encourage diverse colleagues to become members of community and professional organizations.	<input type="checkbox"/>
<input type="checkbox"/>	Give diverse colleagues credit after participation in pitches when their participation contributed to the success.	<input type="checkbox"/>

Promoting Diversity – By Instilling Leadership Development

Commit	Action	Achieved
<input type="checkbox"/>	Identify professional, industry, or civic leadership activities for diverse colleagues to consider.	<input type="checkbox"/>
<input type="checkbox"/>	Recommend diverse colleagues to such organizations for consideration as members or leaders.	<input type="checkbox"/>
<input type="checkbox"/>	When participating in professional, industry, or civic organizations, make a point of working with diverse colleagues outside your company, firm, or organization.	<input type="checkbox"/>
<input type="checkbox"/>	Recommend diverse colleagues for leadership positions within your company or organization.	<input type="checkbox"/>
<input type="checkbox"/>	Work with diverse colleagues to identify long-term goals for leadership opportunities.	<input type="checkbox"/>
<input type="checkbox"/>	If you participate in selecting leadership positions, consider diversity in the selection process.	<input type="checkbox"/>
<input type="checkbox"/>	Include diverse colleagues in training programs targeting leadership skills.	<input type="checkbox"/>

Promoting Diversity – Through the Hiring Pipeline

Commit	Action	Achieved
<input type="checkbox"/>	Participate in on-campus recruiting and commit to interview diverse candidates each season.	<input type="checkbox"/>
<input type="checkbox"/>	Recruit at a diversity job fair or other diverse hiring function.	<input type="checkbox"/>
<input type="checkbox"/>	Have coffee or lunch with a diverse intern; ask about career aspirations and how you can help.	<input type="checkbox"/>
<input type="checkbox"/>	Take time to socialize and connect with diverse interns and their guests/significant others.	<input type="checkbox"/>
<input type="checkbox"/>	Identify diverse candidates and provide contact information to your HR team.	<input type="checkbox"/>
<input type="checkbox"/>	Include a discussion about hiring diverse attorneys in your team meetings.	<input type="checkbox"/>