

Inclusive Demographic Data Questionnaire

This document includes suggested text for asking demographic information from employees or members. This should be customized for your organization and reviewed by your legal team before being implemented.

INTRODUCTION TEXT

Include commitment to DEI and explain why you are asking these questions. Be sure to note that answering these questions is completely optional and that responses to these questions will be kept confidential. Mention who will have access to this data and how it will be used (e.g., to inform decisions about DEI programming and initiatives).

Examples:

[Company]

We want all employees to bring their authentic selves to work each day, and we are asking this information to better understand our employees in order to create a more inclusive environment. Please read more about our commitment to diversity, equity, and inclusion at [LINK].

[Membership Association]

We want all members to feel welcome within our organization, and we are asking this information to better understand our members and be more inclusive. Please read more about our commitment to diversity, equity, and inclusion at [LINK].

[Language for applications]

Please note answering these questions is voluntary and will not impact in any way consideration for the role for which application is made. These responses will have no impact on the decision-making process for your application. Hiring decisions are based solely on job qualifications, including skills and experience. Your responses to these questions will not be disclosed to those involved in making the hiring decision and will be maintained separately from the application. Note that these questions may be asked again upon being hired.

RACIAL OR ETHNIC IDENTITY

What is your racial or ethnic identity?

Hispanic or Latine

White (not Hispanic or Latine)

Black or African American

Native Hawaiian or Other Pacific Islander

Asian

American Indian or Alaska Native

Two or More Races

Prefer to self-describe [provide space to do so]

Prefer not to answer

GENDER IDENTITY

What is your gender identity?

Man

Woman

Non-Binary

Transgender

Prefer to self-describe [provide space to do so]

Prefer not to answer





SEXUAL ORIENTATION

What is your sexual orientation?

- Asexual
- Bisexual
- Gay
- Heterosexual
- Lesbian
- Pansexual
- Queer
- Prefer to self-describe [provide space to do so]
- Prefer not to answer

DISABILITY

Are you a person living with a disability?

- Yes
- No
- Prefer not to answer

LANGUAGE

Is English your first language?

- Yes
- No
- Prefer not to answer

PRONOUNS

Please Share Your Pronouns:

- She/her/hers
- He/him/his
- They/them/theirs
- Ze/hir/hirs
- No pronouns
- Prefer to self-describe [provide space to do so]
- Prefer not to answer

VETERAN STATUS

Have you ever served on active duty in the U.S. Armed Forces (includes activation from the Reserves or National Guard)?

- Yes
- No
- Prefer not to answer

AGE/GENERATION

How old are you?

- Generation Z - Born 1997 – 2012
- Millennials - Born 1981 – 1996
- Generation X - Born 1965 – 1980
- Baby Boomers - Born 1946 – 1964
- The Silent Generation/Traditionalists - Born 1928 – 1945
- I prefer not to answer

RELIGION

Do you identify with any of the following religions?

- Agnosticism
- Atheism
- Buddhism
- Christianity (including Protestantism, Catholicism, Non-denominational, etc.)
- Hinduism
- Islam
- Jehovah's Witness
- Judaism
- Native American
- No religion
- Prefer to self-describe (please specify)
- I prefer not to answer

