

Foreign Service Institute Pulse Survey

GENERAL INSTRUCTIONS

Thank you for taking the time to fill out this survey. This survey has been developed to provide additional information to evaluate our success in supporting equal opportunity, diversity, equity, inclusion, and accessibility (EO and DEIA). Each factor was chosen to provide additional data that focus on areas that are within the control of FSI. Your participation will provide valuable insights into the health and workplace climate of our organization. We hope you will participate to improve the ability of your director/supervisor to identify organizational strengths and concerns.

- There are approximately 58 questions, including demographics, which will require a response from you. The estimated time to complete this survey is 15 minutes.
- Participation is voluntary, and the survey is **anonymous**. The survey is intended for everyone. Please provide your honest assessment that will clarify your responses. You will be asked to provide demographic information about yourself such as your gender, race, ethnicity, supervisor/non-supervisor and whether or not you are an instructor/trainer. This information will be used for statistical analysis only. No attempt will be made to identify you. Please do not include any Personal Identifiable Information (PII) in your responses.
- If you have questions concerning this survey, contact the Survey Administrator identified on your notification letter before proceeding.

For the purposes of this survey, the following ethnicity and race definitions are provided (using US Census definitions).

All race and ethnicity responses are rolled up into minority or majority categories for the final report.

American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American: A person having origins in any of the black racial groups of Africa.

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Middle Eastern or North African (MENA): A person having origins in any of the original peoples of the Middle East and North Africa

Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Demographics

In this section, you will be asked a few demographic questions. The information you provide will not be used to identify you. These questions will help the Foreign Service Institute (FSI) identify concerns and solutions that may impact certain groups of people more than others.

Demographic Question Stem	Response Options
1. I am:	<ul style="list-style-type: none">• Male• Female• Non-binary• Decline to respond
2. Are you Hispanic or Latino in origin (or ethnicity)?	<ul style="list-style-type: none">• No, not Hispanic or Latino• Yes, Mexican, Mexican-American, Chicano, Puerto Rican, Cuban, or other Hispanic or Latino• Decline to respond
3. With what racial group do you most identify (<i>Select all that apply</i>)?	<ul style="list-style-type: none">• American Indian or Alaska Native• Asian (e.g., Asian Indian, Chinese, Filipino, Japanese, Korean, Vietnamese)• Black or African American• Native Hawaiian or other Pacific Islander (e.g., Samoan, Guamanian, or Chamorro)• Middle Eastern or North African• White• Decline to respond
4. I am a(n):	<ul style="list-style-type: none">• Civil Service Employee• Foreign Service Employee• Contractor
5. [Civil Service] What is your paygrade?	<ul style="list-style-type: none">• GS 5 - 9• GS 11 - 12• GS 13• GS 14• GS 15• SES
6. [Foreign Service] What is your FS category?	<ul style="list-style-type: none">• FS-01• FS-02• FS-03 - FS-05• SFS
7. In which category are you a member?	<ul style="list-style-type: none">• Supervisor• Non-Supervisor
8. Which category best describes your duties?	<ul style="list-style-type: none">• Facilitator/Trainer• Other Staff
9. Which Component are you aligned with?	<ul style="list-style-type: none">• DIR• EX• LMS• OH• SAIT• SLS• SPAS• TC

Member Experience	
Section 1 In this section, you will be asked questions about the diversity and inclusion environment at FSI. As you respond to the following, please consider your perceptions of diversity and inclusion at FSI: Note: All responses are anonymous. No one will be able to determine how you personally respond.	
Survey Item	Response Options
Diversity 1. My organization strives to hire a diverse workforce. 2. My organization fills leadership positions with people from diverse backgrounds. 3. FSI provides opportunities for professional growth to employees regardless of age, sex, race, religion, disability/ability, or culture.	<ul style="list-style-type: none"> • Strongly Agree • Agree • Neither Agree nor Disagree • Disagree • Strongly Disagree
Inclusion (uniqueness) 4. Employees are comfortable being their unique selves. 5. Employees are valued for their individual qualities.	<ul style="list-style-type: none"> • Strongly Agree • Agree • Neither Agree nor Disagree • Disagree • Strongly Disagree
Inclusion (decision making) 6. Employee ideas are sought out before decisions are made. 7. Employee input helps drive the success of the workgroup. 8. Productive debate is welcomed among coworkers.	<ul style="list-style-type: none"> • Strongly Agree • Agree • Neither Agree nor Disagree • Disagree • Strongly Disagree
Inclusion (belongingness) 9. Coworkers are supportive of one another. 10. Coworkers genuinely care for one another. 11. Employees put effort into maintaining relationships with their workgroup.	<ul style="list-style-type: none"> • Strongly Agree • Agree • Neither Agree nor Disagree • Disagree • Strongly Disagree
Accessibility 12. My organization demonstrates a strong commitment to meeting the needs of employees with disabilities. 13. FSI provides an inclusive environment for people with visible disabilities. 14. FSI provides an inclusive environment for people with hidden disabilities, such as chronic pain or anxiety. 15. Employees feel safe to disclose their disability with coworkers 16. Employees feel safe to disclose their disability formally within FSI systems.	<ul style="list-style-type: none"> • Strongly Agree • Agree • Neither Agree nor Disagree • Disagree • Strongly Disagree
Section 2 As you respond to the following, please consider how members of your workgroup typically feel about speaking up within a group setting at FSI: Note: All responses are anonymous. No one will be able to determine how you personally respond.	
Group Voice 17. Members of my workgroup are comfortable speaking up, even if the idea goes against popular opinion. 18. Members feel safe asking others on this team for help. 19. My workgroup offers a safe place for members to voice their opinions.	<ul style="list-style-type: none"> • Strongly Agree • Agree • Neither Agree nor Disagree • Disagree • Strongly Disagree
Section 3 As you respond to the following, please consider the fairness of procedures and distribution of rewards at FSI: Note: All responses are anonymous. No one will be able to determine how you personally respond.	
Organizational Fairness (distributive) 20. FSI rewards employees for their contributions. 21. Employees are fairly rewarded based on their job responsibilities and performance.	<ul style="list-style-type: none"> • Strongly Agree • Agree • Neither Agree nor Disagree • Disagree • Strongly Disagree

<p>Organizational Fairness (procedural)</p> <p>22. FSI applies policies and procedures consistently and transparently.</p> <p>23. FSI allows employees to voice concerns about decisions made at higher levels.</p> <p>24. I believe my concerns are considered equitably at higher levels</p>	<ul style="list-style-type: none"> • Strongly Agree • Agree • Neither Agree nor Disagree • Disagree • Strongly Disagree
<p>Interactional Fairness (interpersonal)</p> <p>25. My supervisor treats members with respect when implementing organizational decisions.</p> <p>26. My supervisor is considerate of others' views when implementing decisions.</p>	<ul style="list-style-type: none"> • Strongly Agree • Agree • Neither Agree nor Disagree • Disagree • Strongly Disagree
<p>Interactional Fairness (informational)</p> <p>27. My supervisor adequately explains the rationale behind decisions.</p> <p>28. My supervisor is honest when communicating reasons why decisions were made.</p>	<ul style="list-style-type: none"> • Strongly Agree • Agree • Neither Agree nor Disagree • Disagree • Strongly Disagree
<p>Section 4</p> <p>In this section, you will be asked questions about the leadership at FSI.</p> <p>Note: All responses are anonymous. No one will be able to determine how you personally respond.</p>	
<p>Manager/Leader Support</p> <p>29. My supervisor regularly checks in with me to see how I'm doing in my personal life.</p> <p>30. My supervisor provides me with constructive feedback to improve my job performance.</p> <p>31. My supervisor adequately assesses my training and development needs.</p> <p>32. My supervisor effectively manages conflicts or difficulties in the workplace.</p>	<ul style="list-style-type: none"> • Strongly Agree • Agree • Neither Agree nor Disagree • Disagree • Strongly Disagree
<p>Inclusive Leadership</p> <p>33. My supervisor asks for others' points of view, especially those who are typically under-represented.</p> <p>34. My supervisor would speak up if someone were being mistreated.</p>	<ul style="list-style-type: none"> • Strongly Agree • Agree • Neither Agree nor Disagree • Disagree • Strongly Disagree
<p>Section 5</p> <p>As you respond to the following, please consider how you feel about your job and your experiences at FSI:</p> <p>Note: All responses are anonymous. No one will be able to determine how you personally respond.</p>	
<p>Equity/Growth</p> <p>35. FSI provides me with the resources I need to be successful in my job.</p> <p>36. At FSI, people like me have the opportunity to contribute and advance.</p>	<ul style="list-style-type: none"> • Strongly Agree • Agree • Neither Agree nor Disagree • Disagree • Strongly Disagree
<p>Psychological Safety</p> <p>37. I feel free to take professional risks at the Foreign Service Institute.</p> <p>38. This organization provides an environment for the free and open expression of ideas, opinions, and beliefs.</p> <p>39. I am comfortable expressing my opinion without fear of negative consequences or retaliatory behavior.</p>	<ul style="list-style-type: none"> • Strongly Agree • Agree • Neither Agree nor Disagree • Disagree • Strongly Disagree
<p>Diversity/Cultural Competency</p> <p>40. I am comfortable sharing my personal background and experiences with my coworkers.</p> <p>41. FSI provides me with adequate training to successfully work with diverse groups.</p>	<ul style="list-style-type: none"> • Strongly Agree • Agree • Neither Agree nor Disagree • Disagree • Strongly Disagree
<p>Engagement</p> <p>42. The work I do for this organization is valued.</p> <p>43. I feel motivated to contribute to FSI's mission and vision.</p>	<ul style="list-style-type: none"> • Strongly Agree • Agree • Neither Agree nor Disagree • Disagree • Strongly Disagree

<p>Inclusion (uniqueness) 44. I feel comfortable being myself at work.</p> <p>Inclusion (decision making) 45. My coworkers value my input.</p> <p>Inclusion (belongingness) 46. I feel a sense of belonging at FSI.</p>	<ul style="list-style-type: none"> • Strongly Agree • Agree • Neither Agree nor Disagree • Disagree • Strongly Disagree
<p>Recommend 47. I think the FSI is a great place to work.</p>	<ul style="list-style-type: none"> • Strongly Agree • Agree • Neither Agree nor Disagree • Disagree • Strongly Disagree
<p>Section 6 This section asks questions about behaviors occurring within FSI. As you respond to the following, please consider your experience with discrimination and harassment at FSI:</p> <p>Note: All responses are anonymous. No one will be able to determine how you personally respond.</p>	
<p>Discrimination and harassment 48. Decisions at FSI are made free from discrimination, favoritism, or other subjective processes.</p>	<ul style="list-style-type: none"> • Strongly Agree • Agree • Neither Agree nor Disagree • Disagree • Strongly Disagree
<p>49. Within the last 12 months, how frequently have you witnessed microaggressions directed at you and/or a coworker?</p>	<ul style="list-style-type: none"> • Daily • Weekly • Monthly • Now and Then • Never
<p>50. Within the last 12 months, how frequently have you intervened or witnessed someone intervening when microaggressions, bullying, discrimination or bias take place at work?</p>	<ul style="list-style-type: none"> • Daily • Weekly • Monthly • Now and Then • Never
<p>51. In the past 12 months, have you experienced any discrimination (i.e., unfair, negative, or adverse treatment) at FSI based on one or more aspects of your background or identity? What was the main reason for the discrimination you experienced? (If more than one main reason, select all that apply.)</p>	<ul style="list-style-type: none"> • Yes, race • Yes, color • Yes, national origin • Yes, sex • Yes, sexual orientation/ gender identity
<p>52. In the past 12 months, have you experienced any unwelcome comment(s) or conduct at FSI that you felt was offensive, embarrassing, or hurtful (e.g., inappropriate jokes, slurs, rumors, hurtful gossip, isolating behaviors)? What was the main reason for the unfair treatment you experienced? (If more than one main reason, select all that apply.)</p>	<ul style="list-style-type: none"> • Yes, pregnancy • Yes, age • Yes, disability • Yes, religion • Yes, genetic information • No
<p>Short Answer Questions: It is important for us to understand your experiences at FSI and identify actionable areas for improvement. To the extent you feel comfortable, please respond to the following questions using the space provided.</p> <p>Note: FSI will be able to see what you write but not who wrote it. Please do not include any personally identifiable information in your response.</p>	
<p>1. Other than formal awards, what makes you feel valued at work?</p> <p>2. Within the next 12 months, what actions would you like to see FSI take to build a more diverse, equitable, inclusive, and accessible (DEI&A) organization?</p>	<p>[open comment field]</p>

3. What do you see as the biggest challenge or obstacle to FSI building a more diverse, equitable, inclusive, and accessible (DEI&A) organization?	
4. Please describe your perception of how contractors are treated within FSI.	
5. If there was one thing you could change about your work environment at FSI, what would that be?	

Key Terms

Bullying	Workplace bullying is a single, significant incident and/or pattern of behavior, not related to an EEO protected class, that creates a work environment that a reasonable person would find intimidating, hostile, threatening, or abusive. Behavior that has a demonstrably negative impact on others in the workplace may constitute bullying, even if the direct recipient or target of the bullying behavior indicates they are not offended and/or affected.
Diversity	Encompasses the range of similarities and differences each individual brings to the workplace and community, including but not limited to national origin, language, race, color, disability, ethnicity, gender, age, religion, sexual orientation, gender identity, socioeconomic status, and family structures.
Inclusion	The extent to which individuals perceive they are treated as a valued member of the group, fulfilling their need to feel like an equal as well as voice their own opinions.
Harassment	Harassment involves unwelcome conduct that is based on race, color, religion, sex (including sexual orientation, gender identity, or pregnancy), national origin, older age (beginning at age 40), disability, or genetic information (including family medical history). Harassment becomes unlawful when: enduring the offensive conduct becomes a condition of continued employment, or the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.
Sexual Harassment	Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
Microaggression	The subtle, confusing, often unintentional, things that people say and do that end up excluding people with marginalized identities.
Coworker	Refers to the people you work with on a typical day.
Workgroup	Refers to the collective personnel with whom you typically work.
Supervisor	Refers to the individual to whom you directly report.
Discrimination	Perceptions that employees are denied equal opportunity or are a victim of an unfair employment practice by virtue of their race, color, national origin, religion, sex, sexual orientation, age, disability, etc.