

**EEO CHECKLIST FOR SELF-ASSESSMENT AND
PERFORMANCE PLANNING
PERFORMANCE YEAR 1 AUGUST - 31 JULY**

This checklist is designed to assess EEO-related actions throughout the year. It is intended to be an aid to supervisors in assessing and maximizing achievements in EEO.

AFFIRMATIVE EMPLOYMENT

Yes No N/A

1. Did you contribute to the recruitment, advancement or development of minorities, women, and disabled employees as described in the NAVAIR Lakehurst AEP Plan (e.g. training, awards, promotions, etc)?

2. Have you hired employees through any of the following programs within the past year?

Student Educational Employment Program (formerly Co-op)

Disabled/Disabled Veterans Employment Program

Job Training Partnership Act Program

Engineering Science Development Program

Outstanding Scholar Program

Welfare to Work Program

3. Have you attempted to recruit/ hire any women for traditionally male occupations (i.e., Engineers, Technicians, Wage Grade, Fire/Police) within the past year?

4. In the past year, have you obtained assistive devices, made architectural modifications, restructured any job function, or provided other accommodations for disabled employees?

5. When appropriate, have you considered using details or project assignments to expand employees' abilities?

EEO COMPLAINTS

6. In the past year, have you responded to and corrected internal problems, brought to your attention, in order to avoid potential conflicts?

7. In the past year, have you worked with an EEO Counselor to resolve informal complaints?

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
8. Have you visually inspected your work site for pictures, posters, etc., that could provide a basis for complaints of sexual, racial, or ethnic discrimination (and removed the inappropriate material)?	___	___	___
9. If you have subordinate supervisors, did you hold them accountable for meeting EEO Program goals and objectives?	___	___	___
10. By your example or direction, have you conveyed to your employees a clear message that telling jokes of a racial, ethnic, or sexual nature is not acceptable behavior at work?	___	___	___

EEO TRAINING:

11. Within the past year, have you received training or attended Special Observance events in any of the following areas?	___	___	___
EEO Refresher Training for Managers and Supervisors	___	___	___
Discrimination Complaint Procedures and Resolutions	___	___	___
AEP/EEO Goals and Objectives	___	___	___
Disability Employment Awareness Month	___	___	___
Dr. Martin Luther King Holiday	___	___	___
African American History Month	___	___	___
Women's History Month	___	___	___
Hispanic Heritage Month	___	___	___
Asian/Pacific American Heritage Month	___	___	___
American Indian Heritage Month	___	___	___
Prevention of Sexual Harassment	___	___	___
Alternative Dispute Resolution Techniques	___	___	___
Briefs provided by the EEO Office that are Competency Specific	___	___	___
12. Have you encouraged your employees' participation in EEO training or other special events?	___	___	___
13. Have all subordinate managers attended mandatory EEO training, including annual updates?	___	___	___
14. Have you or your employees participated as a member of any of the following groups in the past year?	___	___	___
Asian Employment Team	___	___	___
Black Employment Team	___	___	___
Disability Employment Team	___	___	___

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
Hispanic Employment Team	___	___	___
Native American Employment Team	___	___	___
Women Employment Team	___	___	___
Mediation Program	___	___	___
EEO Representative for Selection Advisory Panels	___	___	___
Partnership in Excellence Program (PEP volunteer)	___	___	___
Mentoring Program	___	___	___

15. Within your work group, have you publicized and promoted academic/ training opportunities at NAWCAD? Have you used IDPs to assist employees in reaching their potential? ___ ___ ___

HELPFUL HINTS FOR MANAGING A SUCCESSFUL EEO PROGRAM

- Use the EEO Office as a resource. They can help you develop strategies to diversify your work force based on our Multi-year Affirmative Employment Program Plans. Further, they can provide specialized training to your organization on all EEO related matters. Please call Lee Leslie, Lead, EEO Program Manager at 732-323-2905 or DSN 624-2905.
- Base all decisions that impact employees' recruitment, hiring, training, development, and promotions entirely on job-related factors.
- Apply policies and procedures equitably to all employees.
- Remember: All supervisors and managers are required to have at least 8 hours of EEO related training annually.