

## **Management Directive 715 – Supervisory Checklist**

### **Manager's Equal Employment Opportunity Program Requirements**

#### **Essential Elements of a MD-715 MODEL AGENCY**

- Demonstrate commitment from agency leadership.
- Integration of EEO into the agency's strategic mission.
- Management and program accountability.
- Proactive prevention of unlawful discrimination.
- Efficiency.
- Responsiveness and legal compliance.

#### **1. Demonstrate commitment from agency leadership.**

- Does management support all EEO programs?
- Does management include a statement of support of the EEO program in their position objectives?
- Are managers and supervisors evaluated on their efforts to provide equality of opportunity for all employees?
- Has management identified employees to participate in the Special Emphasis Program, to serve as collateral duty counselors, mediator training, etc.?
- Is senior management involved in input for employee development/training programs, policies and procedures?
- Is senior management involved in the identification of barriers to EEO?

#### **2. Integration of EEO into the agency's strategic mission.**

- Does management, as necessary, provide collateral duty employees in support of the EEO program?
- Does managers and supervisors participate in EEO activities during the year? If so, how many?
- Does management encourage employees to participate in EEO activities / observances?
- How many collateral duty EEO counselors is in your organization?
- How many employees serve on the Special Emphasis Program Committee?

### **3. Management and program accountability.**

- Does management demonstrate firm affirmation and support of equality-of-opportunity for all employees and applicants for employment?
- Does management consistently apply and fairly implement personnel policies, selection and promotion procedures, evaluation procedures, rules of conduct, and training to all employees?
- Do supervisors and managers encourage employees to pursue personal development or educational goals?
- Does management communicate his/her personal commitment to EEO policies in writing to all subordinates?
- Does management include reports and/or discussions of relevant EEO issues in monthly staff meetings?
- Have management reviewed the section, agency, department or organization's EEO goals to determine if action within his/her scope of authority have been met?
- Are all supervisors and managers knowledgeable about the availability and accessibility of procedures for reasonable accommodation to all employees and supervisors?

### **4. Proactive prevention of unlawful discrimination.**

- Do your supervisors and managers communicate with all employees?
- Does all supervisor and managers conduct fair hiring actions?
- Are all supervisors and managers aware of the demographics within the workplace, e.g., race, male, female, disability, veterans, etc.?
- Have all managers and supervisors received training on EEO responsibilities for their section, agency, department or organization?
- Are awards fairly distributed?
- Is training made available to all employees equally?
- Does management ensure requested religious or disability accommodations are provided when necessary?
- Does management process reasonable accommodation requests in a timely manner?

## **5. Efficiency.**

- Do managers and supervisors make an effort to address, settle and eliminate conflict among employees?
- Is management proactive in resolving allegations of discrimination through preventative measures, e.g., training, sensitivity training, consultations from EEO staff?

## **6. Responsiveness and legal compliance.**

- Does management ensure all employees participate in the annual EEO mandated training?
- Have all managers and supervisors completed:
  - Supervisory training
  - Equal Employment Opportunity Training for New Supervisors
  - Leader's UpdateHave all employees completed:
  - New Employee Training
  - Employee Update
  - SHARP Training
- Have management identified EEO barriers within his /her section, agency, department or organization that might prohibit the organization from meeting their EEO goals?
- Have management identified EEO triggers within his /her section, agency, department or organization that might create barriers to meeting their EEO goals?
- Have management developed a team to identify EEO barriers within the section, agency, department or organization?
- Is an updated copy of the signed Policy Memorandum for Prevention of Discrimination and Harassment posted on the bulletin board (s)?
- Is an updated copy of the signed Policy Memorandum for Reasonable Accommodations for Individuals with Disabilities posted on the bulletin board (s)?
- Is an updated copy of the signed Policy Memorandum for Equal Employment Opportunity posted on the bulletin board (s)?
- Does your organization have EEO posters displayed in a common area on the bulletin board (s)?