

**EEO CRITICAL ELEMENT FOR SUPERVISORS AND MANAGERS
APPOINTED UNDER SES, SBRS OR TITLE 42 (SCIENTIFIC)**

**PROMOTES EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND WORK
FORCE DIVERSITY PROGRAMS**

Through both personal leadership and appropriate managerial actions, management officials shall proactively develop and promote Departmental and NIH EEO and Work Force Diversity Programs designed to achieve the following:

1. Compliance with relevant EEO laws, regulations and NIH policies

Expected Output: Addressed IC EEO Complaints and issues in a timely and effective manner

2. A diverse NIH work force by developing goals to address underrepresentation of minorities, women and persons with disabilities

Expected Output: Implemented the IC's Affirmative Action Plan that addressed underrepresented groups

3. Career development, training, recognition and advancement opportunities for employees at all levels

Expected Output: Provided equitable training and education opportunities for staff at all grade levels (example – use of IDPs)

4. EEO and Work Force Diversity Program goals by enhancing outreach programs designed to attract and retain minorities, women and persons with disabilities

Expected Output: Initiated targeted recruitment for minorities, women and persons with disabilities where underrepresentation exists

5. A fair and equitable work environment by encouraging the use of, and when appropriate, utilizing problem solving and dispute resolution processes

Expected Output: Disseminated information on workplace dispute resolution programs and promoted training that created a fair and equitable work environment

6. EEO and Work Force Diversity Program objectives by allocating adequate staff and fiscal resources

Expected Output: Allocated adequate staff and fiscal resources

7. Accountability at all management levels for accomplishing EEO and Diversity Program objectives in their areas of responsibility

Expected Output: Conducted periodic evaluations of subordinate managers' EEO and Diversity responsibilities