



**The Best of the
FY 2004 MD -715
Reports**

What Successful Agencies Did -

- Devise a plan of attack - you can't fix everything this year
 - ▶ Which program/office will be addressed first?
 - ▶ Start with a field office, an entire region or HQ?
- Get the buy-in of agency head
- Execute
 - ▶ Actually set a goal for hiring persons with targeted disabilities, especially one that exceeds the expected separations so that progress is actually made

What Successful Agencies Did -

(Cont'd)

- **Brief all senior managers of agency, with plans in hand**
- **Ask for help**
 - ▶ **From agency's staff**
 - ▶ **From EEOC staff**
 - ▶ **From colleagues at other agencies**

What Successful Agencies Did -

(Cont'd)

- **Correct issues related to workforce data collection**
 - ▶ **Ensure that HR will participate, assist and timely deliver data**
 - ▶ **Ensure that agency has the IT capabilities to collect and analyze necessary data**

What Successful Agencies Did -

(Cont'd)

- **Execute!**

- ▶ Several agencies spent too much time *planning* to work, or compiling data, and left no time to conduct thorough self-assessments for both program deficiencies and barriers

What Your Agency Should Do to Improve Its Barrier Analysis Process

- **First, understand the process!**
 - ▶ **Know what a barrier is**
 - ▶ **Know what a barrier is not (ex: under representation is NOT a barrier)**

What Your Agency Should Do to Improve Its Barrier Analysis Process (cont'd)

- Next, make sure those who are participating (*i.e.*, HR, IT, management, etc.) also understand the process
- Seek EEOC staff assistance

What Your Agency Should Do to Improve Its Barrier Analysis Process (cont'd)

What Successful Agencies Had in Common

- **Communicate importance from the top**
- **Include an EEO performance element in the performance standards of managers and supervisors**

What Your Agency Should Do to Improve Its Barrier Analysis Process (cont'd)

What Successful Agencies Had In Common

- **Create cross-functional teams to work on the various problems identified**
- **Ask for assistance from employees (SEPMs, Union, etc.)**

What Your Agency Should Do to Improve Its Barrier Analysis Process (cont'd)

What Successful Agencies Had in Common

- EEO officials meet regularly with agency leadership to relay progress of work performed under MD-715
- EEO officials meet regularly with counterparts from agencies of a similar size to share ideas and resources

What Your Agency Should Do to Improve Its Barrier Analysis Process (cont'd)

- **Acquire more personnel when necessary**
- **Think creatively about how to solve problems (no, the answer is not always recruitment!)**

Creating Successful Barrier Identification and Elimination Plans

- **Be very specific**

- ▶ **This benefits you in:**

- **Staying on track with planned activities**
- **Monitoring the completion and level of success of activities and the plan overall**

Some of the Best Practices We Noted

- **One agency holds quarterly roundtable discussions with all managers and supervisors to examine practices that frequently give rise to complaints**

Some of the Best Practices We Noted (cont'd)

- **Another agency provides a description of an aspect of the EEO program in each employee newsletter**

Some of the Best Practices We Noted (cont'd)

- **Still another agency has an extensive EEO training module as part of its overall new employee training**

Some of the Best Practices We Noted (cont'd)

- **One agency's HR Officer provides monthly reports on the status of the agency's workforce profile and hiring efforts during executive staff meetings**

Some of the Best Practices We Noted (Cont'd)

- **In another agency, the EEO policy and EEO performance elements are reviewed within one month of an individual gaining supervisory status**

Looking Ahead

FY 2005 MD-715 Reports

- **A better understanding**
 - **A better product**
 - **A better agency**
 - **A better outlook!**