



The City of New York  
**Office of Management and Budget**  
255 Greenwich Street • New York, New York 10007-2146  
Telephone: (212) 788-5900 • Email: FuleihanD@omb.nyc.gov

**Dean Fuleihan**  
Director

September 14, 2015

Equal Employment Practices Commission  
of the City of New York  
253 Broadway, Suite 602  
New York, NY 10007  
Attention: Charise L. Terry, PHR, Executive Director

Re: Response to EEPC Preliminary Determination

Dear Ms. Terry:

Thank you once again for giving OMB the opportunity to renew its commitment to EEO. Your audit has allowed OMB to take stock of our EEO efforts, which were already strong, and make them even stronger. The following is a list of the corrective actions OMB has taken.

*Corrective Action #1 – Issue a general EEO Policy statement or memo reiterating commitment to EEO, declaring the agency’s position against discrimination on any protected basis, advising employees of the names and contact information of EEO Professionals, and attaching, or providing employees pertinent electronic links to , an EEO Policy/Handbook.*

An email was sent by me to all employees on September 11, 2015 (**Attachment A**) informing them of the agency’s ongoing commitment to the City’s EEO Policy. This statement also included the contact information for EEO personnel. Copies of this email were posted in a conspicuous location in all dining areas and on OMB’s internal website.

Please note that during the audit period, the prior Budget Director also sent an email to all employees, informing them of the agency’s ongoing commitment to the City’s EEO Policy and providing the contact information for EEO personnel (**Attachment B**). A copy of the former Director’s email was posted throughout the audit period in a conspicuous location in all dining areas and on OMB’s internal website. OMB has also stated in all hiring notices that the agency is an equal opportunity employer. OMB believes this email, and its continued posting both in OMB’s offices and on OMB’s website, along with the language in the hiring notices and recent statements made reiterating OMB’s commitment to EEO (for example, see email from OMB’s

Chief of Staff (**Attachment C**)), satisfy both the requirements and the spirit of Corrective Action #1.

*Corrective Action #2 – Implement the EEO training plan for new and existing employees to ensure that all individuals who work within the agency, including managers and supervisors, receive training on unlawful discriminatory practices under local, state and federal EEO laws; EEO rights and/or responsibilities; discrimination complaint and investigation procedures; prevention of sexual harassment; and reasonable accommodation procedures.*

OMB began implementation of DCAS's Diversity and Inclusion (D&I) Computer Based Training on August 12, 2015. To date, approximately 60% of the agency has completed this training module. It is expected that all employees will complete this training by September 30<sup>th</sup>. As new employees are hired, they will be required to complete the D&I Computer Based Training. In addition, OMB is working with DCAS to schedule in-house training sessions for all OMB employees in October and November 2015. These will cover EEO laws, rights and responsibilities and prevention of sexual harassment. All employees will be required to receive this training. In 2016, the agency will require all employees to take DCAS's EEO Computer Based Training.

*Corrective Action #3 – Assess recruitment efforts to determine whether such efforts adversely impact any particular group. To the extent that adverse impact is discovered, at a minimum, identify relevant professional and community organizations serving women, minorities, and other protected groups throughout the City, review and update listings of recruitment outreach sources, and contact these organizations when provisional positions become available or where the agency may otherwise use discretion in hiring.*

Within the second quarter of FY2016, OMB will begin using a standard job application provided by DCAS for all applicants being interviewed for positions at OMB. This application will be collected by an HR professional at the time of the interview.

The relevant EEO professionals, General Counsel, and the Chief of Staff will meet quarterly to review our CEEDs data and interview-pool data collected from the job application, along with reviewing OMB's recruitment and outreach process to ensure compliance with EEO obligations and to determine if alternative outreach efforts are needed.

In addition, OMB's HR professionals will work with DCAS to update listings of recruitment outreach sources to include relevant professional and community organizations/publications targeting women, minorities and other protected groups.

*Corrective Action #4 – Ensure that the principal EEO Professional, HR Professional and General Counsel review statistical information on an annual basis. Determine corrective actions, if necessary.*

OMB's Principal EEO Professional, HR Professional and General Counsel will review statistical information on an annual basis and determine if corrective action is necessary.

*Corrective Action #5 – Assess the manner in which candidates are selected to determine whether there is any adverse impact. To the extent there is adverse impact, determine whether the selection criteria being utilized are job-related.*

To the extent there is adverse impact, OMB's Principal EEO Professional, HR Professional and General Counsel will review the selection criteria being utilized to ensure that they are job-related.

*Corrective Action #6 – If protected groups are underrepresented in titles where there is discretion in hiring; advertise in minority or female-oriented publications, contact organizations serving women, minorities and other protected groups.*

See Correction Action #3.

*Corrective Action #7 - If protected groups are underrepresented in civil service titles review the competencies, skills and abilities required.*

The agency will review the CEEDs data to determine if there is underrepresentation in civil service titles. If underrepresentation is found, the agency will take appropriate steps to address it. However, please note that the agency made no civil service hires during the audit period or to date subsequent to the audit period. Therefore, there was no underrepresentation in civil service hires made during the audit period.

*Corrective Action #8 – Ensure that the process avoids the appearance of bias by delegating the responsibility for recording and maintaining this information to an individual other than the hiring manager.*

This information will be collected in the standard job application described above. Please see Corrective Action #3.

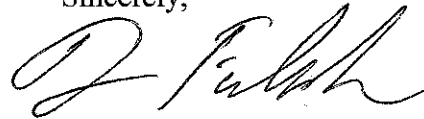
*Corrective Action #9 – Maintain appropriate documentation of meetings and other communications between the Agency Head and principal EEO Professional.*

The EEO Officer/Professional and the Agency Head (or its designee, the Chief of Staff) will maintain appropriate documentation of their meetings and other communications going forward.

*Corrective Action #10 – Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity, and quarterly reports on efforts to implement the plan.*

A copy of the 4<sup>th</sup> Quarter report for FY2015 has been submitted to DCAS and is attached for your review (**Attachment D**). The Agency is currently implementing our FY15 Annual Plan, and we will submit our draft Annual Plan for FY16 to DCAS prior to the September 30<sup>th</sup> deadline. OMB's FY16 first quarter report will be submitted to DCAS by October 30<sup>th</sup> and all future quarterly reporting will be submitted in a timely fashion.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Fuleihan", written in a cursive style.

Dean Fuleihan

## Appendix A

**From:** Fuleihan, Dean (OMB)  
**Sent:** Friday, September 11, 2015 12:55 PM  
**To:** AllUsers  
**Subject:** OMB EEO Policy

Dear Colleagues:

As a reminder, the Office of Management and Budget (OMB) is committed to ensuring that every employee has an equal opportunity to succeed in this agency. This means we must have a work place that is free of bias, harassment, discrimination or prejudice of any kind.

Supervisors have a special responsibility for ensuring that employees are aware of their rights and that our workplace is free of discrimination on the basis of race, color, creed, age, national origin, citizenship status, gender, sexual orientation, disability, military status, marital status, partnership status, any lawful source of income or lawful occupation, status as a victim of domestic violence, sex offenses or stalking, whether children are, may be or would be residing with a person, or conviction or arrest record.

To learn about the City's Equal Employment Opportunity Policy, please visit <http://www.nyc.gov/html/dcas/downloads/pdf/misc/eoo.pdf>.

Should you become aware of any misconduct or complaint or should you need any assistance understanding or complying with these policies, please contact one of the agency's EEO Representatives:

Marie Appia: Cubicle 8-03D; ext 6160  
Patricia Herrick: 8-W11; ext 6101  
Michael Orly: Cubicle 7-W01A; ext 6060

Please feel free to contact me if you have any questions.

Thank you,

Dean Fuleihan

APPENDIX B

**From:** Page, Mark (OMB)  
**Sent:** Tuesday, May 08, 2012 5:42 PM  
**To:** AllUsers  
**Subject:** EEO

The Equal Employment Practices Commission (EEOC) is required to audit and evaluate the Equal Employment Opportunity programs of all New York City agencies. An EEOC audit of OMB was conducted covering the period of January 1, 2007 – December 31, 2009. The audit used internal EEO documentation, interviews of EEO staff and an online survey which was provided to employees.

The EEOC made several recommendations to enhance Equal Employment Opportunity in our agency.

OMB is committed to preventing discrimination, by ensuring that employees are aware of their rights and obligations based on the City's Equal Employment Opportunity Plan.

Employees can refer to the Citywide EEO Policy by accessing it on the DCAS website ([www.nyc.gov/html/dcas/html/resources/eeopol.shtml](http://www.nyc.gov/html/dcas/html/resources/eeopol.shtml)).

Anyone wishing to discuss an EEO matter is urged to contact OMB's EEO Officer or one of the EEO Counselors listed below:

Simone Saywack  
EEO Officer  
Location: 6-48/ Ext. 5849  
Email: [saywacks@omb.nyc.gov](mailto:saywacks@omb.nyc.gov)

Marie Appia  
EEO Counselor  
Location: 8-3D / Ext: 6160  
Email: [appiam@omb.nyc.gov](mailto:appiam@omb.nyc.gov)

Patricia Herrick  
EEO Counselor  
Location: 8-W11 / Ext: 6101  
Email: [herrickp@omb.nyc.gov](mailto:herrickp@omb.nyc.gov)

Michael Orlay  
EEO Counselor  
Location: 7-W1A / Ext: 6060  
Email: [orlaym@omb.nyc.gov](mailto:orlaym@omb.nyc.gov)

Andy Shiwnarain  
EEO Counselor  
Location: 7-9D / Ext: 6055  
Email: [shiwnaraina@omb.nyc.gov](mailto:shiwnaraina@omb.nyc.gov)

## Appendix C

**From:** Rosen, Debbie (OMB)

**Sent:** Wednesday, July 08, 2015 1:06 PM

**To:** Deputy Directors; Associate Directors; Assistant Directors; Unit Heads; Supervising Analysts; Deputy Assistant Directors

**Cc:** Darlington, Mandy (OMB)

**Subject:** Equal Employment Opportunity Policy

As a reminder the Office of Management and Budget (OMB) is committed to preventing discrimination and ensuring that every employee has an equal opportunity to succeed in this agency. This means making sure that all employees have a work place that is free of bias, harassment, discrimination or prejudice of any kind and that all employment decisions are made without bias or discrimination.

Supervisors and hiring managers have a special responsibility for ensuring that job applicants and employees are aware of their rights and that they are conducting all hiring and employment practices without discrimination on the basis of race, color, creed, age, national origin, citizenship status, gender, sexual orientation, disability, military status, marital status, partnership status, any lawful source of income or lawful occupation, status as a victim of domestic violence, sex offenses or stalking, whether children are, may be or would be residing with a person, or conviction or arrest record.

In addition to our commitment to providing equal opportunity, OMB continues to promote a workplace that is inclusive and that draws from the diversity of our City. As we identify opportunities to recruit, hire, and promote, all managers should again familiarize themselves with the City's Equal Employment Opportunity Policy and ensure that every effort is made to maximize inclusion and the advancement of diversity into our decision-making. To that end, all job vacancies should be posted for a minimum of 10 days.

To learn about the City's Equal Employment Opportunity Policy, please visit <http://www.nyc.gov/html/dcas/downloads/pdf/misc/eo.pdf>.

Should you become aware of any misconduct or complaint or should you need any assistance understanding or complying with these policies, please contact one of the agency's EEO Representatives:

Marie Appia: Cubicle 8-03D; ext 6160

Patricia Herrick: 8-W11; ext 6101

Michael Orlay: Cubicle 7-W01A; ext 6060

Please feel free to contact me if you have any other questions.

Debbie Rosen

Chief of Staff

Mayor's Office of Management and Budget

255 Greenwich, 6<sup>th</sup> Floor

New York, NY 10007

(212) 788-5904



## AGENCY QUARTERLY REPORT FY 2015

Agency Name: <u>Office of Management and Budget</u>		
<input type="checkbox"/> 1 <sup>st</sup> Quarter (July -September), due October 31 <input type="checkbox"/> 2 <sup>nd</sup> Quarter (October - December), due January 31 <input type="checkbox"/> 3 <sup>rd</sup> Quarter (January -March), due April 30 <input checked="" type="checkbox"/> 4 <sup>th</sup> Quarter (April -June), due July 31		
Prepared by:		
<u>Patricia Herrick, Agency Personnel Office, EEO Counselor, 212.788.6101</u>		
Name	Title	Telephone No.
Date Submitted: <u>September 11, 2015</u>		
<b><u>FOR DCAS USE ONLY</u></b>		
Date Received: _____		Name of Reviewer: _____

### PART I: NARRATIVE SUMMARY

#### I. STRATEGIC PLAN INITIATIVES

**Please describe your progress this quarter in implementing the primary goals in your Agency Diversity and EEO Plan for FY 2015 with regards to Section V: Proactive Strategies to Enhance Diversity, EEO and Inclusion:**



A. WORKFORCE:

**Objective(s): Define steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.**

OMB continues to review its hiring practices. This involves thoroughly reviewing interviewer's reports, as well as the sources of candidates. If it is determined that a sufficient number of applicants were not considered, supervisors may be asked to review additional eligible applicants.

The agency will revisit its recruitment efforts to appoint a staff person with responsibility for developing and implementing an effective recruitment and hiring system, which includes diversifying our pipeline, training hiring managers on best practices, and recommending any changes necessary to make our workplace more inclusive.

As supervisory or managerial positions become available, managers and executive staff must advertise for such vacancies. This allows everyone in the agency an equal opportunity to apply, thereby not limiting opportunities to promotional growth within a particular Task Force.

**Objective(s): Define steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.**

B. WORKPLACE:

**Objective(s): Define steps that will be taken or considered to create an inclusive work environment that values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.**

OMB has begun steps to create an online survey using Survey Monkey and is expected to be released for employee feedback in the first quarter of FY2016. The survey will be used to measure employee job satisfaction.

In the first quarter of FY2016, OMB is participating in DCAS's online Diversity and Inclusion CBT. This will be mandatory for all employees, including supervisors and managers.

C. COMMUNITY:

**Objective(s):** Define steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the vast communities that are served.

OMB does not provide direct services to the citizens of NYC. The agency does not have a formal written mission statement; however the budget processes, requirements, and deadlines are clearly identified in the City's Charter. Such publications are readily available on our website. In addition, an internal tracking system is now utilized to log any questions that are submitted to the Agency Head via OMB's website.

**II. STATISTICAL SUMMARY OF EEO ACTIVITIES**

**Please refer to the accompanying MS Excel spreadsheet and Appendix (Training Details tab) to report statistical performance indicators concerning programmatic, compliance and training functions of EEO office in your agency.**



### III. EEO PERSONNEL PROFILE

Please indicate changes (additions, deletions, reassignments) in your EEO personnel roster during the quarter in Section A of the Statistical Summary AND in Appendix 2 below.

Please write additional comments, if any, here: See Statistical Summary

Deletion: Simone Saywack, EEO Officer

### IV. EEO POLICIES, PROGRAMS AND INITIATIVES

#### A. EEO Policy

Please report your agency's activities in Section B of the Statistical Summary.

Please write additional comments, if any, here: See Statistical Summary

**Dissemination of Diversity and EEO Policy:**

- DISTRIBUTION OF CITY EEO POLICY** *If only portion(s) of the EEO policy was/were distributed, indicate specific section/s and the date of distribution:*
- CONVERSION OF EEO POLICY INTO ALTERNATIVE FORMAT(S)**  
 Large Print     Audio-cassette     Others (specify) \_\_\_\_\_
- DISSEMINATION OF EEO INFORMATION**  
 Posting of Posters: (Specify topic) \_\_\_\_\_  
 Distribution of leaflets/pamphlets/brochures: (Specify venue) \_\_\_\_\_  
 Discussion on EEO Matters in Meetings: (Specify) \_\_\_\_\_
- INCLUSION OF EEO RELATED ARTICLES IN AGENCY NEWSLETTER**
- POSTING ON AGENCY SITES:**  Intranet     Internet
- OTHER: (Specify)** \_\_\_\_\_

**B. 55-A Program**

Please report your 55-a program activities in Section B of the Statistical Summary.

Please write additional comments, if any, here: See Statistical Summary

55-a Program Support:	
<input type="checkbox"/>	RE: Posting of 55a information on Bulletin Boards/Electronic Bulletin Boards/E-mail
<input type="checkbox"/>	RE: Postings in Personnel/Interviewing Areas for applicants/employees
<input type="checkbox"/>	RE: Distribution of 55a pamphlets/ brochures with pay checks
<input type="checkbox"/>	RE: Distribution of 55a pamphlets/ brochures at training sessions
<input type="checkbox"/>	RE: Discussion on 55a program at orientation/training sessions
<input type="checkbox"/>	RE: Inclusion of an article on 55a program in agency newsletter
<input type="checkbox"/>	Others: (Specify)

**C. Other EEO Initiatives**

Please report other Diversity and EEO-related initiatives here:

<b>Other EEO-Related Activities:</b> Please specify any other EEO-related activities during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe briefly the activities, including the dates when the activity/ies occurred.

**D. Recruitment/Selection and Outreach**

Please report your agency's Recruitment/Selection and Outreach activities in Section C of the Statistical Summary. Please write additional comments, if any, here: See Statistical Summary

**JOB VACANCY POSTING:**

Bulletin Boards \_\_\_\_\_

Electronic Bulletin Boards \_\_\_\_\_

Electronic Mailing Lists \_\_\_\_\_

Distribution of Vacancy Notices through a mailing list of libraries, organizations, etc. \_\_\_\_\_

Advertising job vacancy through newspaper, radio and television \_\_\_\_\_

Participation in career fairs, job expo, school career day activities, street fairs, etc. \_\_\_\_\_

Recruitment resources used:  DCAS Recruitment Guide  DCAS Managing Diversity Website

**E. Workforce Development (other than Training)**

Please report your agency's Workforce Development initiatives in Section C of the Statistical Summary. Please write additional comments, if any, here: See Statistical Summary

**F. Complaints and Reasonable Accommodation Requests**

Please report your agency's activities in Section B of the Statistical Summary.

Report all complaints through DCAS/CDEEO Complaint Tracking System by logging into your CICS account at: <https://mbspwva-dcslnx01.csc.nycnet/Login.aspx>

Please write additional comments, if any, here:

No active/ resolved /pending internal or external complaints this quarter



AGENCY QUARTERLY REPORT

PART I: NARRATIVE SUMMARY

APPENDIX 2: EEO PERSONNEL DETAILS

EEO PERSONNEL FOR 4<sup>th</sup> QUARTER, FISCAL YEAR 2015

Agency Name: Office of Management & Budget

Personnel Changes this Quarter:		<input type="checkbox"/> No Changes	
Employee's Name	Simone Saywack		
Nature of change	<input type="checkbox"/> Addition <input checked="" type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Start/Termination date of EEO Function	Start Date: Termination Date (if applicable):	Start Date: Termination Date (if applicable):	Start Date: Termination Date (if applicable):
NOTE: Please attach CV/Resume of new staff to this report			
For Current EEO Professionals Only			
Title			
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Proportion of Time Spent on EEO Duties	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify) _____ %	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify) _____ %	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify) _____ %
Attended EEO Training	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
EEO Training Source	<input type="checkbox"/> DCAS <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> DCAS <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> DCAS <input type="checkbox"/> Other: (specify)

Number of Addition to EEO Staff this quarter: 0

Number of Deletion to EEO Staff this quarter: 1





B. POLICY AND PROGRAMS									
Dissemination of Diversity and EEO Policy	Posted on Agency Website, Bulletin Boards, Booklet Distribution	Please Mark Yes\No as 'Y' or 'N'	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD/ANNUAL DO NOT MAKE ANY ENTRIES IN THIS COLUMN		
			(July - Sept. 2014)	(Oct. - Dec. 2014)	(Jan. - March 2015)	(April - June 2015)			
Distribution of NYC EEO Policy	Website E-mail to Employees Booklets	Yes\No # #	Y 0 23	Y 0 22	Y 0 15	Y 0 15	4 0 75		
Distribution of DCAS EEO Policy Booklet: 'About EEO: What You May Not Know'	Website E-mail to Employees Printed Copies	Yes\No # #	Y 0 23	Y 0 22	Y 0 15	Y 0 15	4 0 75		
Dissemination of Other Diversity and EEO Policies and Procedures (e.g., Commissioner's Commitment Statement, Orientation Training Participants)	Website Boards Booklets	Yes\No # #	Y Y 0 20	Y Y 0 20	Y Y 0 15	Y Y 0 15	4 4 0 70		
<b>55-a Program</b>	<b>Not in Plan</b>	<b>Number</b>	<b>1st Qtr</b>	<b>2nd Qtr</b>	<b>3rd Qtr</b>	<b>4th Qtr</b>	<b>YTD/ANNUAL</b>		
Pending Applications		#	0	0	0	0	0		
New Enrollees		#	0	0	0	0	0		
Total Participants		#	0	0	0	0	0		
<b>55-a Program Support</b>	<b>Posted/Communicated/Implemented</b>	<b>Please Mark Yes\No as 'Y' or 'N'</b>	<b>1st Qtr</b>	<b>2nd Qtr</b>	<b>3rd Qtr</b>	<b>4th Qtr</b>	<b>YTD/ANNUAL</b>		
Posting of 55-a information in bulletin boards, e-mail, website, Agency newsletter		Yes\No	Y	Y	Y	Y	4		
Distribution of 55a information at training sessions		Yes\No	N	N	N	N	0		
Distribution of 55-a information with pay checks or through other venues		Yes\No	Y	Y	Y	Y	4		

C-1 WORKFORCE ANALYSIS & RECRUITMENT		From Agency Plan	Please Mark Yes\No as 'Y' or 'N'	1st Qtr (July - Sept. 2014)	2nd Qtr (Oct. - Dec. 2014)	3rd Qtr (Jan. - March 2015)	4th Qtr (April - June 2015)	YTD/ANNUAL DO NOT MAKE ANY ENTRIES IN THIS COLUMN
<b>Recruitment and Retention</b>								
Job Vacancies Posted by the Agency			Yes\No	Y	Y	Y	Y	4
Vacancies Posted on Agency Website			Yes\No	Y	Y	Y	Y	4
Vacancies Posted on City Jobs			Yes\No	Y	Y	Y	Y	4
Vacancies Advertised in Newspapers			Yes\No	Y	N	N	N	1
Placement on Job Search Websites			Yes\No	Y	N	N	N	1
EEO Role in Recruitment for Vacancies			Yes\No	Y	N	N	N	1
Post Hire Evaluation of best sources for diverse candidates			Yes\No	N	N	N	N	0
Quarterly reviews of placements in discretionary positions			Yes\No	N	N	N	N	0
Quarterly reviews of e-Hire applicant data			Yes\No	N	N	N	N	0
Quarterly reviews of workforce projections, applicant flow and retention of employees			Yes\No	N	N	N	N	0
<b>Hiring and Selection</b>								
Applicant Job Interviews with EEO staff participation		From Agency Plan	Please Mark Yes\No\Partial as 'Y', 'N' or 'P'	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD/ANNUAL
Job interviews are conducted using defined and job-specific questions			Yes\No	N	N	N	N	0
Panels of agency representatives conduct structured job interviews			Yes\No\Partial	Y	Y	Y	Y	4
Interview Logs Maintained by Agency			Yes\No\Partial	N	N	N	N	0
CEEDS workforce reports (incl. New Hires, Promotions and Separations) reviewed with the Agency Head			Yes\No	N	N	Y	Y	2

PART II: STATISTICAL SUMMARY FOR DIVERSITY AND EEO AGENCY QUARTERLY REPORT

C-2. WORKFORCE DEVELOPMENT		From Agency Plan	Please Mark Yes\No as 'Y' or 'N'	1st Qtr (July - Sept. 2014)	2nd Qtr (Oct. - Dec. 2014)	3rd Qtr (Jan. - March 2015)	4th Qtr (April - June 2015)	YTD/ANNUAL DO NOT MAKE ANY ENTRIES IN THIS COLUMN
Workforce Development [other than Training]								
Implemented career development initiatives			Yes\No	N	N	N	N	0
Career Counselor Program Actively Utilized by the Agency			Yes\No	Y	Y	Y	Y	4
Identification of ready now & high potential talent for managerial positions			Yes\No	N	N	Y	Y	2
Succession Planning for Top Managerial Positions			Yes\No	Y	Y	Y	Y	4
Mentoring /Cross Training/Stretch Assignment			Yes\No	N	N	N	N	0
Promote Employee Involvement (Resource Groups)			Yes\No	N	N	N	N	0
Performance evaluation for managers and supervisors			Yes\No	Y	N	Y	N	2
Performance evaluation for line employees			Yes\No	Y	N	Y	N	2

PART II: STATISTICAL SUMMARY FOR DIVERSITY AND EEO AGENCY QUARTERLY REPORT

D-1. WORKPLACE PROGRAMS & INITIATIVES		From Agency Plan	Please Mark Yes\No as 'Y' or 'N'	1st Qtr (July - Sept. 2014)	2nd Qtr (Oct. - Dec. 2014)	3rd Qtr (Jan. - March 2015)	4th Qtr (April - June 2015)	YTD/ANNUAL DO NOT MAKE ANY ENTRIES IN THIS COLUMN
Employee Engagement		Planned in Development Conducted Results Analyzed	Yes\No	Number	Number	Number	Number	Number
Employee Engagement Survey Planned/In Development/Conducted			Yes\No	N	N	Y	Y	2
			Yes\No	N	N	N	Y	1
			Yes\No	N	N	N	N	0
			Yes\No	N	N	N	N	0
Reasonable Accommodation			Number	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD/ANNUAL
Disability			#	0	0	0	1	1
Requests (#)			#	0	0	0	1	1
Granted (#)			#	0	0	0	0	0
Denied (#)			#	0	0	0	0	0
Withdrawn (#)			#	0	0	0	0	0
Religion			#	3	3	3	3	12
Requests (#)			#	3	3	3	3	12
Granted (#)			#	0	0	0	0	0
Denied (#)			#	0	0	0	0	0
Withdrawn (#)			#	0	0	0	0	0
Status as Victim of Domestic Violence, Sex offense or stalking			#	0	0	0	0	0
Requests (#)			#	0	0	0	0	0
Granted (#)			#	0	0	0	0	0
Denied (#)			#	0	0	0	0	0
Withdrawn (#)			#	0	0	0	0	0
Pregnancy, childbirth or medical conditions related to pregnancy and childbirth			#	2	3	2	3	10
Requests (#)			#	2	3	2	3	10
Granted (#)			#	0	0	0	0	0
Denied (#)			#	0	0	0	0	0
Withdrawn (#)			#	0	0	0	0	0

D-2. WORKPLACE PROGRAMS & INITIATIVES - TRAINING		1st Qtr (July - Sept. 2014)	2nd Qtr (Oct. - Dec. 2014)	3rd Qtr (Jan. - March 2015)	4th Qtr (April - June 2015)	YTD/ANNUAL DO NOT MAKE ANY ENTRIES IN THIS COLUMN
EEO and D&I Training Summary	TARGET [from FY 2015 Annual Plan]	Number				
<b>Total CBT and Live Training</b>		#	0	0	0	0
<b>Total Computer Based Training</b>		#	0	0	0	0
a. Total Number of Participants		#	0	0	0	0
1) Managers		#	0	0	0	0
2) Line Employees		#	0	0	0	0
3) Others [e.g., WEP, temporary workers, outside consultants]	[estimated]	#	0	0	0	0
<b>2014 EEO CBT</b>		#	0	0	0	0
a. Total Number of Participants		#	0	0	0	0
1) Managers		#	0	0	0	0
2) Line Employees		#	0	0	0	0
3) Others [e.g., WEP, temporary workers, outside consultants]	[estimated]	#	0	0	0	0
<b>D&amp;I "Everybody Matters" CBT</b>		#				0
a. Total Number of Participants		#	0	0	0	0
1) Managers		#	0	0	0	0
2) Line Employees		#	0	0	0	0
3) Others [e.g., WEP, temporary workers, outside consultants]	[estimated]	#	0	0	0	0
<b>Total Live Training [from APPENDIX tab]</b>		#				0
a. Number of Sessions		#	0	0	0	0
b. Total Number of Participants		#	0	0	0	0
1) Managers		#	0	0	0	0
2) Line Employees		#	0	0	0	0
3) Others [e.g., WEP, temporary workers, outside consultants]	[estimated]	#	0	0	0	0