



THE CITY OF NEW YORK  
OFFICE OF THE MAYOR  
NEW YORK, N. Y. 10007

**MEMORANDUM**

TO: City Hall Staff

FROM: Laura Santucci, Chief of Staff *LS*

DATE: October 16, 2014

RE: Equal Employment Practices Commission (EEPC) Audit

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The Equal Employment Practices Commission recently conducted an audit of the Office of the Mayor's Equal Employment Opportunity (EEO) Program during the Bloomberg Administration. As a result of that audit, thirteen corrective actions were made and each has been implemented in accordance with the EEPC's findings. The EEPC asked us to inform agency staff of corrective actions that have been implemented. These include the areas of complaint procedures; selection, recruitment and hiring; accessibility of facilities; and career development and performance evaluations.

The most important of these actions include that we are taking steps to ensure that agency staff who are involved in the hiring process are trained in the principles of EEO and interviewing skills. To meet this goal we provide, and will continue to provide, EEO Computer Based Training to all new staff. In addition, our HR office is conducting training in Structured Interviewing techniques for those staff who are involved in recruitment.

I also want to take this opportunity to address the use of and provide guidance on staff performance evaluations, which are critical in order to ensure that staff are performing their jobs to the utmost ability and that we are providing them with appropriate feedback about how to best serve the Mayor and the City.

All City Hall managers are expected to provide regular feedback to their staff in order to let staff know what they are doing well and, importantly, opportunities to improve their performance and grow in their positions. Staff benefit from knowing their strengths, as well as their opportunities to do their jobs better. Open dialogue between managers and supervisees supports a positive work environment, as well as staff effectiveness and retention. While regular feedback is an important management tool, managers should sit down with all staff for in-person annual performance reviews.

Lastly, it is critical that we always keep in mind this Administration's commitment to diversity and fostering an inclusive and respectful workplace. Towards that end, it is important to avoid assumptions about an employee or applicant for employment based on her or his background and/or stereotypes. Such inappropriate actions violate our EEO policy and may be perceived as biased and/or discriminatory by employees. The City's HR and EEO Office can provide assistance on how to ensure objective, consistent, and equitable practices. The EEO Officer is Bruce McDougald, who can be contacted at [bmcDougald@cityhall.nyc.gov](mailto:bmcDougald@cityhall.nyc.gov) or (212) 788-2653.

I want to reaffirm the Agency's commitment to maintaining fair employment practices for all employees and job applicants.