

**Supervisor Performance Requirements**  
**Equal Employment Opportunity and Diversity & Inclusion Indicators**  
**Sample Events/Accomplishments**

<b>1. Participates in Center or Agency development and implementation of EEO and D&amp;I plans, programs, and activities.</b>		
<b>Examples:</b>		
<b>Date</b>	<b>Event/Occurrence</b>	<b>Accomplishment</b>
	MD-715 Plan	Offer to work with MD 715 Working Group to implement specific actions of the Plan.
	D&I Strategic Plan	Offer to work with ODEO to implement specific actions of the Plan
	EEO and/or Diversity and Inclusion Training	All employees complete EEO/D & I/Conflict Management training when offered.
	D&I Survey	Use results of D&I survey data for decision-making and constructive feedback
	Communication Products	Develop communication tools/products to use in organizations to communicate EEO and D&I.
	Distinguished Performance Ratings	Request ODEO's input in review of EEO and D&I elements.
<b>2. Participates in and/or encourages employees to participate in more advanced voluntary EEO or D&amp;I activities.</b>		
<b>Examples:</b>		
<b>Date</b>	<b>Event/Occurrence</b>	<b>Accomplishment</b>
	ODEO Bulletin Board	Volunteer or assign an employee to create and provide educational information on ODEO's bulletin board.
	Four Generations Focus Group	Establish a focus group within organization to discuss how to improve communication among the four generations that are currently in the workplace.
	Conduct Brainstorming Session	Supervisor conducts brainstorming session with all employees to resolve a unique issue.
	Attendance at a Stennis Diversity Council Event	Supervisor sends email to staff encouraging employees to attend event. As a result, 60% of staff attends.
	Stennis Diversity Council	Appoint an employee to serve on Stennis Diversity Council to assist in planning an event.
	Team Assignments	Consider diversity in team assignments, panel memberships, developmental opportunities, etc., and ensure under-represented populations are included.
	Training	Encourage employees to participate in surveys, training, webinars, EEO educational opportunities, etc.
	Rotational Assignments	Establish/encourage rotational assignments to facilitate learning and communication across directorates.
	Personnel Practices	Ensure transparency in personnel practices so that all employees know of opportunities for mentoring, developmental programs, details, "tiger teams" etc.
	Employee Resource Groups	Encourage employees to join or start an ERG. Ask ODEO to present information on forming an ERG.
	Mentoring/Coaching	Mentor or coach the professional development of employees.
<b>3. Works proactively to address/resolve situations that might lead to EEO complaints or grievances.</b>		
<b>Examples:</b>		
<b>Date</b>	<b>Event/Occurrence</b>	<b>Accomplishment</b>
	EEO Complaints	Cooperates with EEO Officials in discrimination complaint process

	Conflict Management Training	80% of staff attends training.
	Employee contacts ODEO for advise	Encourage – Never Discourage – your employees contacting with ODEO, OHCM.
	Training	Walk-the-Talk i.e. Supervisor participates in EO/Diversity Training.
	Reasonable Accommodations	Promptly contact ODEO for advice on requesting accommodations. I.e. Temporary disabled parking; Flexible work schedule to accommodate Dr. appointments; special computer equipment.
	Inappropriate Behavior	Knowledgeable of SSC’s Anti- Harassment procedures. Reacts immediately and consistently to stop inappropriate jokes, language, etc. Contacts ODEO.

**4. Takes positive steps to “make the business case” for D&I by articulating to managers and/or employees why D&I issues are relevant to NASA and its mission.**

**Examples:**

Date	Event/Occurrence	Accomplishment
	Meetings	Supervisor sets aside time at the end of meetings to encourage participation and solicit input from each employee.
	Meetings	Solicit diverse points of view in meetings and offer alternative methods for expressing ideas, e.g. open-door policy, one-on-one conversations, emails
	Training	Use trained facilitators to encourage open exchange of information to deal with situation unique to your department
	Exchange of Ideas/Information	Recognize and reward employees for open and honest exchange of information
	Special Projects	Select a diverse team i.e. Female, Veteran, Gen X, White male, and a student/intern.
	Awards	Nominate an employee or group for the NASA EEO Honor Awards.

**5. Works to broaden the diversity of applicant pools for SSC positions.**

**Examples:**

Date	Event/Occurrence	Accomplishment
	ODEO Participation on Interview Panel	Invite ODEO to participate on Interview Panels.
	Recruitment	Participate in recruitment and outreach events. Make efforts to increase representation of under-represented populations through internships, Pathways, etc.
	Solicit input from ODEO	Prior to interviewing for an open position, request that ODEO provide a snapshot of demographic diversity for Directorate. Consider this information when filing positions to ensure that under-represented groups are also being considered/included.
	Recruitment	Target recruitment and outreach to reach under-represented candidates.
	Employee Alleges Sexual Harassment	Promptly contact ODEO for direction. Meet with ODEO and Anti-Harassment Team to resolve matter. Request that ODEO brief staff on anti-harassment procedures.
	Request Conflict Management Training	Contact ODEO to request conflict management training unique to Directorate’s specific needs.