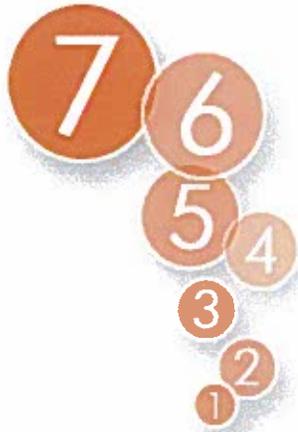




SEVEN SIMPLE STEPS TO ACHIEVING A REPRESENTATIVE WORKFORCE



1 Identify upcoming vacancies and consider converting specific positions to developmental career ladder positions.

2 Establish and execute recruitment plans specific to upcoming vacancies and mission critical occupations that include identifying organizations, institutions and partnerships targeting underrepresented groups.

3 Announce positions as widely as possible.

4 Check with HR for applicants that fall under Schedule A hiring authority, a non-competitive authority for individuals with disabilities.

5 Consider utilizing the Pathways Program for interns, recent undergraduate or advanced degree candidates.

6 Ensure employees from underrepresented groups serve on interview panels.

7 Be aware of unconscious bias when interviewing. Pause during and after an interview and examine your reaction to each candidate.

HRD AND EEOP WILL SUPPORT YOUR EFFORTS BY:

Recruitment:

- Assisting supervisors and managers in establishing a recruitment plan.
- Compiling and maintaining a source list of organizations, institutions, partnerships and events to fuel recruitment activities.
- Establishing a distribution list targeting underrepresented groups for vacancy announcements.

Hiring:

- Drafting classifications for lower grade levels to facilitate career ladder announcements.
- Providing training to hiring officials on the business case for diversity.
- Ensuring staffing specialists are aware of all special hiring authorities.

Generally:

- Establishing comprehensive EEO and Diversity performance criteria for hiring officials.
- Briefing Senior Leadership on representation within the workforce to ensure hiring officials have adequate resources and support.
- Providing supervisors and managers with demographic dashboards of their team on a periodic basis.

For additional information on what you can do to achieve a representative workforce or how EEOP can support you, please contact the EEOP Office at (571)372-0831 or diversity@whs.mil

