

UNITED STATES DEPARTMENT OF AGRICULTURE
PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL WORKSHEET

1. Name (Last, First, M.I.) Position Title: Outreach, Diversity and Equal Opportunity (ODEO) Program Manager	Pay Plan, Series, Grade	Agency/Division ARS	APPRAISAL PERIOD	
			From	To
2. PERFORMANCE ELEMENT No. 1 (Describe below the duty or responsibility for which the employee is accountable and responsible. Indicate if the element is critical or non-critical.)			<input checked="" type="checkbox"/> CRITICAL <input type="checkbox"/> NON CRITICAL	

Element Number 1 – Management of Affirmative Employment and Equal Opportunity Program

3. STANDARD (Describe the level expected for "Fully Successful" performance. Include appropriate indicators of quality, quantity, cost efficiency, or timeliness, where applicable.)

Manages the affirmative employment program for the Area. Provides timely assistance and guidance to managers, supervisors, and employees consistent with Area, Agency, and Federal guidelines.

Prepares the annual MD-715 for the Area in accordance with agency, Department, and Equal Employment Opportunity Commission guidelines. Report submissions typically require only minor, if any, corrections. Coordinates report information to consistently ensure report deadlines are met.

Prepares various documents and reports for the Area Director (i.e., Civil Rights Self Assessment Report and annual policy statements dealing with ODEO topics). Documents are prepared in a timely manner and typically require few, if any, editorial changes.

Advises Area and Location Leadership on matters relating to EEO and Civil Rights by providing timely and accurate advice. Serves as an EEO observer on selected search panels to ensure compliance with EEO laws/regulations and sensitivity to diversity considerations.

Serves as resource for Area employees requesting general information on EEO and Civil Rights. Consistently provides accurate information and refers employees to the Office of Outreach, Diversity, and Equal Opportunity where the submission of an EEO complaint is being considered.

This position directly contributes to the accomplishment of the AFM Strategic Plan Goal #1 (REE Agencies Have a Highly Qualified Diverse Workforce to Fully Accomplish the REE Mission) as this position is responsible for the management of the Area's Affirmative Employment Program. The performance elements and standards in this performance plan reflect the specific results, outcomes, and/or accomplishments expected.

4. CERTIFICATION OF DEVELOPMENT AND RECEIPT OF PLAN	
Signatures certify discussion with the employee and receipt of plan which reflects current position description.	
Employee's Signature	Date
Supervisor's Signature	Date
Reviewer's Signature	Date
5. PROGRESS REVIEWS (at least one must be completed)	
Employee's Initials and Date	Supervisor's Initials and Dates

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1. Name (Last, First, M.I.) Position Title: ODEO Program Manager	Pay Plan, Series, Grade	Agency/Division ARS	APPRAISAL PERIOD	
			From 10-01-2009	To 09-30-2010
2. PERFORMANCE ELEMENT No. 2 (Describe below the duty or responsibility for which the employee is accountable and responsible. Indicate if the element is critical or non-critical.)			<input checked="" type="checkbox"/> CRITICAL <input type="checkbox"/> NON CRITICAL	

Element Number 2 – Management of Area Outreach Efforts

3. STANDARD (Describe the level expected for "Fully Successful" performance. Include appropriate indicators of quality, quantity, cost efficiency, or timeliness, where applicable.)

Manages Area-specific outreach programs and activities, and collaborates with the ARS Office of ODEO on Agency-wide outreach initiatives. Provides technical assistance and guidance in a timely manner.

Serves as Area resource on Special Emphasis Programs (SEP) and designated monthly observances/celebrations. Distributes resource information (e.g., posters, schedule of events) to locations in a timely manner.

Establishes and initiates contact with various academic institutions (especially schools with a high number of students in under-represented categories) and vocational rehabilitation offices to promote ARS and to solicit qualified applicants for employment opportunities. Also develops and promotes ARS recruitment outreach with professional organizations and/or with other professional organizations.

Prepares quarterly reports documenting the Area's outreach efforts. Reports are complete, timely, accurate, and in compliance with Agency standards.

Helps maintain an office environment that is free of discrimination. Interactions with all individuals (e.g., supervisors, co-workers, location staff, and customers) consistently demonstrate fairness, cooperation, courtesy, and mutual respect.

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			From 10-01-2009	To 09-30-2010
2. PERFORMANCE ELEMENT No. 3 (Describe below the duty or responsibility for which the employee is accountable and responsible. Indicate if the element is critical or non-critical.)			<input checked="" type="checkbox"/> CRITICAL <input type="checkbox"/> NON CRITICAL	

Element Number 3 – Management of Area Recruitment and Training Initiatives related to EEO/Diversity

3. STANDARD (Describe the level expected for "Fully Successful" performance. Include appropriate indicators of quality, quantity, cost efficiency, or timeliness, where applicable.)

Manages and assesses Area-specific ODEO initiatives, and collaborates with the ARS Office of ODEO on Agency-wide initiatives. The initiatives are consistently arranged and completed within established timelines

Manages the Area Diversity Task Force (or other committee(s) devoted to ODEO activities) in accordance with established goals and expectations.

Manages student employment programs (internships, apprenticeships, etc.) within the Area and monitors student employment within the Area to assure conformance with Area and agency objectives.

Monitors the effectiveness of the Area's recruitment and retention programs. Potential issues are brought to the attention of Area leadership.

Identifies educational and/or training needs and interests of Area employees in the fields of ODEO.

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			From 10-01-2009	To 09-30-2010
2. PERFORMANCE ELEMENT No. 4 (Describe below the duty or responsibility for which the employee is accountable and responsible. Indicate if the element is critical or non-critical.)			<input type="checkbox"/> CRITICAL <input checked="" type="checkbox"/> NON CRITICAL	

Element Number 4 – Special Projects

3. STANDARD (Describe the level expected for "Fully Successful" performance. Include appropriate indicators of quality, quantity, cost efficiency, or timeliness, where applicable.)

Special projects are accepted willingly and completed on time; final products are fully acceptable in terms of both form and substance. Normal assignments are not seriously affected as a result of the additional workload.

Narrative of Expectations:

Special projects afford individuals the opportunity to perform work outside their daily routine, expand their knowledge into other areas and gain a broader exposure of the Agency's programs. It is the responsibility of the individual involved to accommodate their normal assignment while they are working on a special project. It is also their responsibility to participate fully (attend all meetings, participate in the discussion, complete any assignments) in the team task group, if the special project is a team or group effort.