

# Ohio University EEO/AA Appraisal Form

**Employee Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Employee Department/Unit:** \_\_\_\_\_

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To facilitate the University's EEO/affirmative action/diversity efforts, the University will evaluate all management staff on their good faith efforts to promote EEO/affirmative action/diversity in the workplace. In completing this appraisal form, consider each of the factors set forth below, specifically indicating the manager's good faith efforts on behalf of minorities, women, persons with disabilities, Vietnam-era veterans, special disabled veterans, and other veterans who served on active duty during a war campaign, or expedition for which a campaign badge has been authorized (hereafter collectively referred to as "protected group members"), as well as for employees with alternative life styles. Copies of this completed form are to be sent to the Planning Unit Head and the Office for Institutional Equity.

1. What tangible and demonstrated good faith efforts has the manager made during the past year (or relevant appraisal period) to facilitate the University's achievement of its affirmative action/diversity goals? (For example, indicate the manager's role/involvement in programs to improve opportunities for protected group members.)

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2. What recruiting techniques/efforts has the manager recommended/used to help increase the flow of qualified protected group members? (For example, recommendations that jobs not filled from within be listed with minority or women's groups, disabled or veterans' organizations; or be advertised in media likely to be effective with protected group members.)

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3. What good faith efforts has the manager made to facilitate the training and development of protected group members and other employees? (Include training programs recommended for employees, and specific training or development programs recommended and/or completed.)

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4. What programmatic efforts has the manager been involved in to identify and/or to enhance opportunities within the University for protected group members and other employees? (Include names of employees mentored, positive results achieved.)

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5. What good faith efforts has the manager made to help the University meet its affirmative action/diversity goals through promotion or transfer of qualified employees?

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6. What good faith efforts has the manager made to ensure that any personnel actions in which the manager was involved were made in a nondiscriminatory manner?

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7. What reasonable accommodations has the manager recommended/made for employees under his/her supervision (e.g., for the disabled; for pregnant employees; for employees with children)? (Indicate specific accommodations recommended/made.)

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8. Has the manager identified and helped to prevent negative EEO-related workplace situations? If yes, indicate nature of the problem identified and recommended resolution (e.g., segregated social/recreational activities; concentration of women/minorities in any department, organization unit, job classification, etc.)

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9. Please indicate other activity that is worth noting regarding the manager's EEO/diversity/affirmative action good faith efforts.

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Completed by: \_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)