

APPENDIX 3

SELF-EVALUATION CHECKLIST

HEPMs/HEPCs should use this checklist as a method of conducting a self-evaluation. If a "no" is checked, the HEP Manager may need to take additional action as appropriate.

	YES	NO
1. Position Description		
a. Do I have a current position description which accurately reflects my HEP duties?	_____	_____
2. Performance Standard		
a. Do I have adequate performance standards which can be used to assess my performance as a HEP Manager?	_____	_____
b. Have I been evaluated on my performance as a HEP Manager this year?	_____	_____
3. Individual Development Plan		
a. Do I have an approved personal training plan for developing program skills?	_____	_____
b. Did I complete the planned training this year?	_____	_____
4. Logistical Support		
a. Is my work area:		
o accessible to all employees (including disabled individuals)?	_____	_____

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	YES	NO
o free from unnecessary distraction or is space available that provides some privacy when counseling employees?	_____	_____
o able to accommodate reference and other program materials?	_____	_____
o clearly identified as the HEP Office?	_____	_____
b. Do I have:		
o my picture, name, location and telephone number posted throughout the installation?	_____	_____
o clerical support, when such may be necessary?	_____	_____
5. Planning and Budgeting		
a. Have I developed an annual work plan and estimate of resources needed to carry out the program?	_____	_____
b. Has the EEO Officer approved my work plan and estimate of resources?	_____	_____
6. Management Support		
Has my organizational head issued a policy statement which covers the HEP?	_____	_____

	YES	NO
7. Publicizing the HEP (see Chapter 2, 2-1 C. 2) Hispanic Magazine, National Hispanic Reporter, and other local news media)		

- a. Have I considered Program publicity in the following level media:
 - 1. National _____
 - 2. State _____
 - 3. Local _____
- b. Have I discussed National, State, or local publicity efforts with the Office of Public Affairs? _____

8. Networking

- a. Do I maintain regular, contact with key agency officials, other HEPMs and HEPCs, and individuals in the community whose support for the HEP is critical? _____
- b. Is there is a local inter-agency or FEB, HEP committee? _____
- c. Am I an active member and supporter? _____
- d. Is a Regional/Field office HEP Advisory Committee established? _____

9. Monitoring and Evaluation

- a. Have I prepared or submitted to my EEO Officer periodic and end-of-the year reports on the status of the program? _____

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| | YES | NO |
| b. Have I met regularly with my EEO Officer, or his/her designee, to discuss program issues? | _____ | _____ |

- c. Have I checked with the Personnel Officer or Regional Director for FHEO, for the results of any EEOC reviews conducted in the agency? _____
- d. Have I checked with the Personnel Officer for the results of any Office of Personnel Management or other evaluations conducted in the agency? _____
- e. Have I nominated any managers, supervisors, subordinate level HEP Managers, HEPCs or others (if appropriate) for a HEP Achievement Award? _____
- f. Have I maintained an updated list of National, Regional, State and local Hispanic organizations that can be of assistance in achieving the Headquarters/Regions' recruitment and other objectives? _____