

Name: _____

Self-Certification for 2014 EEO Self Study for Supervisors and Managers

Know How to Handle EEO Complaints

1. What is one common mistake managers make that would make the situation worse for the agency and themselves?

2. Who represents the agency's interest in an EEO case?

Off-Limits Interview Questions

1. Who reviews interview questions for Fire and Aviation positions?

2. What are the consequences of asking illegal questions?

Don't Stand Idle When Religious Accommodation Is Requested

1. How would you define "undue hardship?"

2. List 2 examples of a way an accommodation could be addressed.
 - 1.
 - 2.

ADR: Which Method Will Serve You Best?

1. List 2 method of dispute resolution.

1.

2.

2. If you were going into a conflict resolution meeting with an employee, what would be your preferred method and why?

Keep Inappropriate Behavior Out of Your Unit

1. What is disparate treatment?

2. What can you do to avoid claims of gender discrimination?

Fair Treatment Begins and Ends with You

1. List 2 steps you can take to foster a respectful work environment.

1.

2.

2. Is there any particular step that you will emphasize in the supervision of you employees?

Your Response to Coworker Harassment May Limit Agency Liability

1. What are the four critical steps you should take if issues of harassment are raised by your employees?

- 1.
- 2.
- 3.
- 4.

2. Will any information you found in this article change the way you currently supervise employees? If so, why?

A Baker's Dozen of Don'ts

1. From your experience as a supervisor, would you add any additional "don'ts" to this list?

2. If so, what would it/they be?

Telework Talk

1. What are 2 easy ways to have regular communication with employees who telework?

- 1.
- 2.

Management Directive-715

1. What new fact did you learn about the Fire and Aviation office from reading this report?

2. What can you do as a supervisor to help support a model EEO program?