

# EEO Program Review Self-Assessment | Performance Management

## **Performance Management | Position Description: Essential Functions**

**Guidance:** All essential functions should be clearly identified in the position description.

**Testing:** Does the position description clearly identify the essential functions of the role?

## **Performance Management | Position Description: Minimum Requirements**

**Guidance:** The physical, mental, and minimum requirements included in a position description must be directly related to an essential function of the role.

**Testing:** Do the physical, mental, and minimum requirements directly related to an essential function of the role?

## **Performance Management | Position Description: Annual Updates**

**Guidance:** The manager should conduct an annual review of each job description to ensure they remain accurate and up to date.

**Testing:** Did the manager review the position description (essential functions and physical, mental, and minimum requirements) annually to ensure they remain accurate?

## **Performance Management | Performance Expectations and Discipline**

**Guidance:** Performance expectations should be based on the information contained in an employee's position description and policies and/or standards that are consistently and equally communicated and applied to all similarly situated employees. Discipline should be based on the position description or an established policy or procedure and administered in a consistent and equal manner for similarly situated employees.

**Testing:** Did the manager have and apply equal and consistent performance expectations and discipline in a consistent and equal manner for all similarly situated employees?

## **Performance Management | Performance Support**

**Guidance:** Mentoring, coaching, training, and other support should be offered to similarly-situated employees in an equal and nondiscriminatory manner.

**Testing:** Did the manager offer mentoring, coaching, training, and other supports to similarly situated employees in an equal and nondiscriminatory manner?

## **Performance Management | Performance Support for Individuals with a Disability**

**Guidance:** If a manager suspects that an employee's performance issue may be due to a disability, then information on how to request a reasonable accommodation should be provided to the employee.

**Testing:** If an employee was having performance issues that may be related to a disability, did the manager provide information to the employee on how to request reasonable accommodations?