

# WAYS TO MAXIMIZE YOUR ROLE AS A SEPM

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# GOALS FOR SEP

- Adhere to the goals established by the Executive Order 13171
- Improve employment and advancement opportunities for SEP groups in the Federal service;
- Identify systemic barriers to opportunity for the specific SEP group;
- Monitor agency progress in eliminating discrimination and adverse impact on SEP groups and agency programs;
- Seek ways to help SEP groups to advance by using their skills more fully; and
- Educate Federal employees and managers about the extent of various forms of discrimination within the Federal Service

# WHAT DOES SEPM DO?

- Assists in identifying barriers to the hiring, development and advancement of SEP groups for the Affirmative Employment Program.
- Develop and implement special program initiatives that will enhance the employment and advancement of their particular group.
- Identify ways to ensure equal consideration for promotions, training, and awards and monitoring separation and disciplinary actions to ensure that they are given in a nondiscriminatory manner.
- We are counselors in many ways- Conduct career counseling and encouraging participating in self-development and continuing education.

# HOW DO SEPMS DO IT?

- Internal marketing - Keep managers and key personnel aware of program goals, objectives and accomplishments.
- Perform liaison between recruiters and organizations which can assist in recruitment efforts and activities.
- Develop and maintain positive working relationships with community, professional and national organizations, college and universities.
- Publicize program goals and objectives and successful initiatives.

# DEVELOP BUSINESS CASE

- Special emphasis efforts should be linked to ongoing mission priorities.
- Identified action items and subsequent plans should be linked to the agency's strategic plan.
- Increased production and morale rating attribute to the support of diversity and inclusion initiatives – It's the right thing to do.
- Positive recognition for the agency; strive to be a model in the Federal Government.
- Showcase external partnerships and the cost savings.
- Comply with Executive Order 13171, OMB, EEOC, OPM, Congress, etc.

# CULTIVATE STRATEGIC ALLIANCES

- Know your organization
  - Who are the decision-makers?
  - Who are the influencers?
  - Who has the information?
    - i.e. workforce data
- Engage key partners
  - Who will be affected by this effort?
  - How will it benefit them to partner?
    - i.e. NCHEPM, LULAC, Prospanica, IMAGE, and more!

# PROVIDE ASSESSMENT AND RECOMMENDATIONS

- Be an advisor/a consultant
- Explain alternatives to current state.
- What are the potential repercussions if nothing is done?
- What are the potential benefits if change is implemented?

# TIPS FOR EFFECTIVENESS

- Become an expert on your program and be familiar with our organization's mission. You will not be taken seriously if you do not relate your efforts to the larger organizational mission.
- Be informed of the current environments, i.e. downsizing, reorganization, etc. and manage your program based on the agency's and employees' needs.
- Learn which major occupations and which grades have lower than expected participation and why. Know the current local statistics of your particular special emphasis group.
- Focus your energy and attention on "employment related" activities; prioritize the problems/concerns which have been identified. Concentrate your efforts on two or three key areas for the short-range goals. Problems requiring additional strategies and resources should become long range goals.



# RESOURCES

- USAID Development Diplomats in Residence Strategic Plan
- NARA SEPM Work plans
- NASA SEPM Guidance
- DEOMIs website overview
- HRU (online HR university for Federal employees)
- SEPM Success Stories and shared resources (seeking for volunteers)
- NCHEPM monthly meetings – Become a member!
- USDA annual SEPM training in Washington, D.C.
  
- 2 of NCHEPM Goals – To develop a PD for SEPMs and establish a standard training in partnership with EEOC and OPM.