



**GOEO 2015 EO PLAN ORIENTATION**  
**November 19, 2014**

# OBJECTIVES:

- **Provide EO Plan Updates**
- **Review EO Planning Process**
- **Review Interactive Forms and Location**

# AGENDA:

- **Small Agency Process**
- **2014 Top Strategies**
- **Contacts & Questions**

# Small Agency 2015 Process

## Agency Checklists:

- **Cover Letter**
- **Non-Discrimination Statement**
- **XP391 Report**
- **Complaint Form**
- **Checklist**

# Top 5 Strategies in 2014:

- Recruitment – Utilization of diversity job boards, networking and community outreach and exit interviews
- Training for Supervisors/Managers; Leadership; Team building; Diversity/Sensitivity Training for all staff
- Revising new employee orientation - On boarding

## Tied for fifth:

- Employee recognition - Creating a better working environment
- MAP - Performance Management

# Interactive Forms – GOEO Website

- **Cover Letter**
- **Non-Discrimination Statement**
- **XP391 Report**
- **Complaint Form**
- **Checklist**
  
- **Available soon at**  
**<http://azgovernor.gov/eop/PlanningKit.asp>**

# Final Thoughts

## GOEO Contacts

- Dora Espinosa – (602) 364-1384
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  - Denisa Brown-Perkins – (602) 542-4310
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- Plan due in GOEO – February 13, 2015
  - Email to [equalopportunity@azdoa.gov](mailto:equalopportunity@azdoa.gov)
  - Questions???