



**FY - 2010  
SOUTH CAROLINA  
HEPM BUSINESS  
PLAN**

Objective: Recruitment

Goal 1: Assists NRCS with the recruitment and hiring of Hispanics in all disciplines.

Action Item	Start Date	End Date	Responsibility	Percent Complete	Comments
Attend High School career days	10/09	10/10	HR/HEPM		
Personal contact with Local University Staff	10/09	10/10	HEPM		
Help to hire 2 STEP/SCEP Students (1 male, 1 female)	10/09	10/10	HEPM/HR/STC		
Research Hispanics in Area for High Schools	10/09	10/10	HEPM		
Network with NOPHNRCSE and students	10/09	10/10	HEPM		

Objective: Retention

Goal 2: Facilitate the retention of Hispanics Employee's.

Action Item	Start Date	End Date	Responsibility	Percent Complete	Comments
Work with Civil Rights Committee to conduct retention training to supervisors.	10/09	10/10	HEPM/Civil Rights Committee		
Provide information about housing, employment, schools etc. to new employees/students.	10/09	10/10	HR/HEPM		
Inform and encourage Hispanic employees to participate in training, conference opportunities.	10/09	10/10	HEPM		

Objective: Promotion Opportunities

Goal 3: Assist employees with promotional opportunities

Action Item	Start Date	End Date	Responsibility	Percent Complete	Comments
Make employees aware of promotional opportunities. Vacancy distribution.	10/09	10/10	HEPM/HR		
Encourage supervisors to mentor, guide their employees on their career goals (EDP/IDP) Ex. Promotion-training	10/09	10/10	HEPM		

Objective: Training

Goal 4: Provide training opportunities to HEPM's

Action Item	Start Date	End Date	Responsibility	Percent Complete	Comments
Attend NOPHNRCSE Conference	03/10	03/10	HEPM		
Complete mandatory SEPM/EEO training	10/09	10/10	HEPM		
Report HEPM information to all employees	10/09	10/10	HEPM		
Attend to HEPM training and 2-3 teleconferences.	10/09	10/10	HEPM		
Make sure all CR courses are taken thru Ag-Learn and NEDC.	10/09	10/10	HEPM/HR		

Objective: Outreach

Program Goal:

- Goal 1 - To increase diversity in the Pennsylvania NRCS workforce which provides equal opportunities for all employees, to support and promote non-discrimination in the work place.
- Goal 2 – Provide an equal opportunity in program participation to all producers, to support and promote non-discrimination.

Action Item	Start Date	End Date	Responsibility	Percent Complete	Comments
Hispanic Heritage Month Celebration. Organize and implement activities.	9/15/10	10/15/10	HEPM		
Electronic outreach to all employees as issues develops.	10/09	10/10	HEPM		
Ensure that Hispanic producers are informed about Farm Bill Programs.	10/09	10/10	HEPM/PAS		
Participate in one State CR review.	10/09	10/10	HEPM		
Complete annual report	10/10	10/10	HEPM		