

*(Please review and keep for your records)*

**Tips for Navigating the EEO Process  
(Aggrieved Individuals/Complaints)**

- Be open/receptive to engaging in ADR/mediation to attempt early resolution of the dispute. Keep in mind that you may not get what you want. Be willing to meet the other party half-way.
- Keep good records and document incidents or disputes as they occur. If you applied for a position and were not selected, be prepared to provide information such as the date you applied for the position, the announcement number, when you were notified of your non-selection, etc. **REMEMBER:** You have the burden of proving a claim of discrimination.
- Provide the EEO counselor/investigator with all the information you have in your possession, especially any documentation or evidence to support your allegations.
- Provide the EEO counselor/investigator with the names, addresses, and telephone numbers any witnesses who may have knowledge of the issue(s) in dispute.
- Be prepared to explain how you may have been treated differently from a co-worker, or someone similarly situated to you.
- Do not be afraid to ask your supervisor/manager questions. For example: if you applied for a position and were not selected, meet with the selecting official and ask him/her why you were not selected. You may not like the explanation, but at least you will know why the decision was made.
- Continue doing your work as usual despite your EEO complaint; remain professional at all times.
- Recognize that in most cases, both sides believe they are right.
- Do not make inappropriate statements or otherwise negatively display your emotions towards a supervisor or manager you believe may have discriminated against you. **REMEMBER:** Until proven otherwise, the issues you raise are allegations, not facts.
- Do not discuss your EEO complaint unless in the appropriate setting (e.g., while speaking with the EEO counselor/investigator, during mediation, etc.).
- Do not attempt to intimidate a witness.
- The EEO process can be a long, time-consuming process. Do not allow EEO

complaints to create a stressful work environment! If things become overwhelming, consider contacting the Employee Assistance Program (EAP) for assistance. The EAP can be reached on: 1-800-222-0364; TTY: 1-888-262-7848.