

## EVALUATION OF PREVIOUS EEO EFFORTS

New Hires for last 3 years

Agency Name and Code: \_\_\_\_\_

As Of: \_\_\_\_\_

	Total New Hires	White	Black	Hisp	AS/PI	AI/AN	Total Min	Male	Female
1. New Hires FY _____.									
2. New Hires FY _____.									
3. New Hires FY _____.									
<b>Total Number for Three Year Period</b>									
<b>Total Percent for Three Year Period</b>	%	%	%	%	%	%	%	%	%

### NEW HIRES FOR CURRENT REPORTING YEAR ONLY

EEO Categories	Total New Hires	Male						Female						
		White	Black	Hisp	AS/PI	AI/AN	Total Male	White	Black	Hisp	AS/PI	AI/AN	Total Fem	Total Min
Officials and Administrators														
Professionals														
Technicians														
Protective Service Workers														
Paraprofessionals														
Administrative Support														
Skilled Craft Workers														
Service Maintenance														
<b>TOTALS</b>														



# Availability Analysis

Agency Name and Code: \_\_\_\_\_

Date: \_\_\_\_\_

EEO Category: \_\_\_\_\_

Job Group: \_\_\_\_\_

Factors	Raw Availability %						Weight Factor	Weighted Availability*						Source Of Statistics	
	Black	Hisp	As/PI	AI/AN	Total Min	Fem		Black	Hisp	As/PI	AI/AN	Total Min	Fem		
1a. Percentage of minority population in labor area surrounding the facility. <b>OKC** MSA</b>															
1b. Percentage of women seeking employment in the labor area surrounding the facility. <b>OKC** MSA</b>															
2. Rate of minority or female unemployment in the surrounding labor area. <b>OKC** MSA</b>															
3. Percentage of minorities or females in total work force in the immediate labor area. <b>OKC** MSA</b>															
4. Availability of minorities or females with the requisite skills in the immediate labor area. <b>OKC** MSA</b>															
5. Availability of minorities or females having requisite skills in the area, which the agency can reasonably recruit. <b>OKC** MSA</b>															
6. Percentage of minorities or females promotable and transferable within the agency's organization in the labor area.															
7. The existence of training institutions capable of training persons in the necessary requisite skills.															
8. Estimate of training efforts the agency is reasonably able to under take to make the job group available to minorities and females.															
9. Other relevant factors.															
<b>Total</b>															
<b>Final Availability</b>															

OPM-AA/EEO-4 (02-02)

*\*(Raw Availability % x Weight Factor = Weighted Availability)*

*\*\*Or Applicable Area*



# Goals and Timetable

Agency Name and Code: \_\_\_\_\_

Date: \_\_\_\_\_

JOB GROUP	Anticipated Vacancies	ANNUAL PLACEMENT GOALS (Excluding Promotions)											
		Black		Hisp.		AS/PI		AI/AN		Total Min.		Female	
		#	%	#	%	#	%	#	%	#	%	#	%
Part 1 - New Hires													
TOTAL													
Part 2 – Promotions (optional)	Anticipated Promotions	ANNUAL PROMOTION GOALS											
TOTAL													
Part 3 – Ultimate Goals (optional)		AVAILABILITY						TIMETABLE					
		Black	Hisp.	AS/PI	AI/AN	Fem.	Total Min.	Black	Hisp.	AS/PI	AI/AN	Fem.	Total Min.
		%	%	%	%	%	%	Year	Year	Year	Year	Year	Year

# PRESENT STAFFING

Agency Name and Code: \_\_\_\_\_

EEO Coordinator: \_\_\_\_\_

As Of: \_\_\_\_\_

Job Categories	TOT EMP	MALE											FEMALE											TOT MIN			
		WHITE	%	BLACK	%	HISP	%	AS/PI	%	AI/AN	%	TOT MALE	%	WHITE	%	BLACK	%	HISP	%	AS/PI	%	AI/AN	%	TOT FEM	%	TOT	%
Officials/ Admin																											
Professional																											
Technicians																											
Protective Services																											
Para- Professional																											
Admin Support																											
Skilled Craft																											
Service Maintenance																											
<b>TOTALS</b>																											

## Personnel Transactions Report

Agency Name and Code: \_\_\_\_\_

Date: \_\_\_\_\_

Summary		Total	Minority						Male	Female
			White	Black	Hisp	AS/PI	AI/AN	Total Min		
1. Employees at Beginning of Period (            )	#									
	%									
2. Employees at End of Period (            )	#									
	%									
3. Net Increase (Decrease)										
4. Personnel Transaction:										
(A) New Hires	Actual									
	Goal									
(B) Promotions	Actual									
	Goal									
(C) Demotions										
(D) Separations										