



## 2019 Data Preparation Checklist for Affirmative Action Plans

Use this Data Preparation Checklist to complete your Affirmation Action Plan data gathering process with ease.





# Applicants & New Hires



Ensure applicants are being surveyed for race, gender, disability, and Veteran status.



All requisitions that are filled within the plan year should be included in the applicant flow data. Verify how applicant flow data is gathered to determine if the correct data is used. A great rule of thumb when building applicant data is to first identify the hires during the plan year, and then identify the applicant pools that were considered for each selection.



Reconcile applicant flow with new hire information. Often, there are new hires that are not in the applicant data, which suggests incorrect or incomplete applicant flow information. It's always a good idea to dig deeper to understand why this data is missing in the initial dataset.



Review applicant disposition codes for accuracy and to ensure they adequately explain the hiring decisions. For example, internal hires should have a specific disposition code such as "internal successful" that differs from new hires to easily determine which requisitions were filled by internal candidates.



# Current Workforce & Jobs Groups



Make sure employees included in data tables have a race and gender specified. If employees choose not to disclose their race and gender, race and gender for employees may be assigned based on other employment records or visual identification.



If the affirmative action program consists of more than one establishment plan from a single dataset, be sure plan codes are assigned to both applicants and employees.



Review job groups to account for any changes in the company over the past year. For example, if a company was acquired, do these new roles and skill sets fit into current job groups or should a new job group be added?



If new job codes have been added over the past year, make sure they are added into the HRIS and included on the reports.



Confirm that employee IDs are unique to each employee and are consistent throughout job or location changes.



Always make certain the current workforce is re-surveyed for disability status in a timely manner. At a minimum, employees should be surveyed every five years with at least one reminder in the five-year period that disability status may be updated at any time. Many of Berkshire's clients have opted to survey the workforce every three to four years.



## Outreach & Recruitment



Compile and evaluate the effectiveness of targeted outreach used in the past year for Individuals with a Disability and protected Veterans to ensure compliance efforts were reached.



Review placement goals from the previous year as well as the targeted sources used to make progress towards those goals. Can targeted recruitment efforts be tied to these goals and evaluated to determine if the efforts were successful?



Confirm all required positions were posted on the state Employment Service Delivery System Service (ESDS) where the openings occur.



If you have questions or need assistance with preparing your Affirmation Action Plan—[contact us](tel:800.882.8904) at 800.882.8904.