



Understanding Your Reports

Narrative - The narrative portion of your affirmative action plan describes the structure and policies that support your affirmative action program. Review the narrative to ensure that it accurately reflects your affirmative action program. The Current Program Year Analysis section provides a general analysis of the problem areas by job group. References are made to your recruiting patterns and selection rates for hires, promotions and terminations. The Action Oriented Programs section lists the good-faith efforts your organization will take to achieve the established goals and eliminate underutilization and adverse impact. You are encouraged to add to this section by listing specific reasons why you feel there is underutilization or adverse impact that may exist in any of your job groups, and by listing specific action plans you will take during the plan year that will aim to address the issues.

Organizational Display - The Organizational Display is a detailed presentation of your company's organizational structure. It identifies each organizational unit and shows the relationship to other organizational units. An organizational unit is any component part of a government contractor's corporate structure. It might be a department, division, section, branch, group, project team, job family, or similar component. This includes an umbrella unit (such as a department) that contains a number of subordinate units, and it separately includes each of the subordinate units (such as sections or branches).

For each organizational unit, the organizational display includes the following:

1. The name of the unit;
2. The job title, gender, race, and ethnicity of the unit supervisor(s) (if the unit has a supervisor);
3. The total number of male and female incumbents; and
4. The total number of male and female incumbents in each of the separate minority groups.

Workforce Analysis - The Workforce Analysis report lists all jobs in each department by salary range (lowest to highest), race, and sex. This report also shows the total number of males, females and minorities for each job and department. Employees from other facilities that are included in the report are noted. The Annotations report that follows the Workforce Analysis lists the total number of males, females, whites and minorities in each job and department who work at your facility but report to or are hired through another facility and who work at other facilities but report to or are hired through yours. These employees should be included in the plan for the facility they report to or are hired through.

Job Group Analysis - The Job Group Analysis report lists all jobs in each job group by race and sex, and shows the total number of males, females and minorities for each job and job group. Employees from other facilities that are included in the report are noted. The Annotations report that follows the Job Group Analysis lists the total number of males, females, whites and minorities in each job and job group who work at your facility but report to or are hired through another facility and who work at other facilities but report to or are hired through yours. These employees should be included in the plan for the facility they report to or are hired through.



Adverse Impact Report – The adverse impact reports display the applicant, hiring, promotion from/within and termination data, and determine if there is adverse impact for those activities based on the chosen calculation method. The Fishers Exact Test is used to more accurately compare the selection ratios of minorities to whites, and females to males in groups. A number reported greater than .05 passes the Fisher's Exact test. A number of .05 or less is considered by the OFCCP to be a statistically significant indication that the difference in selection rates occurred by something other than chance.

Availability Analysis - The Availability Analysis report analyzes your workforce by matching the current percentage of minorities and females you have in the jobs that make up each job group to the percentage of minorities and females that are available in the labor market you use to fill those jobs. The top of the reports shows the name of the job group, and the total number of total employees, females, and minorities that constitute the job group. To determine minority and female availability, the OFCCP has developed two main factors that you see listed in the middle of the report.

To determine female and minority availability, these factors are:

1. The percentage of minorities or women with requisite skills in the reasonable recruitment area.
2. The percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.

We have broken these down into Factors 1A (local census area), 1B (non-local census area), 1C (training institutions), 2A (promotable/transferable) and 2B (persons trainable). Factors 1A & 1B represent those individuals in relevant labor market areas who currently have the skills and experience for the jobs in the job group. Factor 1C is the percent of minorities and females at training institutions where your company recruits who have the educational training in areas needed by your company. These factors are more often applicable to job groups where a higher level of training or experience is required. Factor 2A gives the percentages of females and minorities in job groups that "feed" into the job group being analyzed. Factor 2B gives the percentage of minorities and females in your workforce who are trainable for promotion or transfer during the current plan year. Factor 3 is a rarely used, but available custom factor of your choosing that can reflect either internal or external recruitment.

There are two columns of figures under the Minorities and Females headings. The first column gives the total percent of availability (Raw Percent) for each factor. The second column representing the Net Percent is the result of the multiplication of the percentage under the Weight Factor column times the raw percentage. The Weight Factor column displays the degree of consideration you give to each factor when filling the jobs in each job group. A zero percentage is shown where no consideration is given to that factor. Adding the percentages in the Net Percent column yields the total percentage of availability for minorities and females. Listed just below this availability figure is the current percentage of minorities and females found in the job group. The total availability and the utilization are compared in a statistical significance test, such as the 2 Standard Deviations test, to determine whether your organization is underutilized in minorities and/or females in the job group. If the current utilization percentage of females and minorities is significantly lower than their availability percentage, a placement goal is set; the goal is the total percent availability.



Utilization Summary Report - This report is a summarization of each job group's total number of employees, minorities, and females. The report shows the number of minorities and females, the total availability, the current utilization, and a "yes" or "no" to indicate whether there is a goal or not.

Annual Goals Report - This report displays the placement goals of each job group that is underutilized in females and/or minorities. The placement goal is equal to the total availability percentage calculated on the Availability Analysis Report.

Goals Progress Report - The Goals Progress Report shows each job group's actual hire and promotion percentage rates for females and minorities during the previous plan year, and the placement rate goal set at the beginning of the previous plan year.

Compensation Analysis Reports - The compensation analysis reports are preliminary analyses designed to expose possible compensation issues, but are not indicative of illegal wage discrimination. The Salary Summary report lists the total compensation by race and gender for each job title. This report may be submitted to OFCCP to satisfy their initial request for compensation data in the scheduling letter. The Salary Regression Analysis by job title is the best indicator of whether a difference in pay between males and females or between whites and minorities is statistically significant. This report includes factors, such as seniority, work performance, related experience, etc., that may explain pay differences.

Assessment of Outreach and Recruitment Activities for Protected Veterans and Individuals with Disabilities Report - This report lists the recruitment activities your company participated in during the past year to attract qualified veterans and individuals with disabilities as applicants.

Data Collection Analysis Report - This report shows the total number applicants, hires and promotions to who self-identified as protected veterans or individuals with disabilities. The total line shows the number of applicants, hires and promotions to, total openings, and total jobs filled.

Hiring Benchmark for Protected Veterans - This report shows the hiring benchmark your company has selected.

Utilization Summary of Individuals with Disabilities - This report compares the number of employees who self-identified as individuals with disabilities to the total number of employees in the group. The group's utilization is compared to the Disabled Availability percentage to determine if the group met the goal selected for the group.