

Sample Company  
1000 W. Broadway Blvd.  
Denver, CO 80023

## Internal Audit Report

**This report alerts you to areas commonly examined by the OFCCP during audits. These are not "errors" to be "corrected."  
You should review the report and be prepared to offer a reasonable explanation for the issues addressed.**

### The following Job Groups have values in their adverse impact data that make the tests invalid

All numbers for hires must be less than or equal to the corresponding applicants. All numbers for promotions, transfers, terminations and layoffs must be less than or equal to the corresponding employees as of the beginning date.

2 : Professionals (Promotions (from) greater than beginning employees.)

### The following Job Groups have fewer than ten employees

Although it is not always possible, Job Groups should have ten or more employees to be statistically valid.

1 : Managers (8 employees)

### Miscellaneous

The Goals Progress data's start date is not one year prior to the plan's start date

The dates of the Adverse Impact and Goals Progress data do not match

**The Goals Progress data's dates should be a year prior to the plan's dates. If you are completing a quarterly or semi-annual update, this message does not apply.**

**The Adverse Impact data and Goals Progress data should have the same dates, unless you are completing a quarterly or semi-annual update.**

### Review minority and female applicant rates to availability rates. Ideally they will be similar.

1 : Managers

> Minority Applicant Rate: 33.33% Availability: 11.48%

> Female Applicant Rate: 66.67% Availability: 29.07%

...different rates could indicate recruitment issues.

2 : Professionals

> Minority Applicant Rate: 37.50% Availability: 20.69%

> Female Applicant Rate: 21.88% Availability: 38.57%

...different rates could indicate recruitment issues.

**To adjust availability rates, re-check census codes selected for jobs and weight factors. Also review recruitment sources and procedures for possible explanations for differing rates.**

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### Unable to check Job Group availability consistency from previous to current plan

Previous plan not specified

**To perform this check, ensure that the previous plan has been identified and is available and that assigned census areas are available.**