

Disparity Analyses Requested Data Elements

Please complete the following and submit with your data

Official Company Name _____

EEO/HR Contact Name & Title _____

Phone # () _____ Email _____

The following data is requested to prepare Disparity Analyses reports. The data requested below should contain the activity that occurred one year prior to your plan date if preparing Disparity Analyses in conjunction with your AAP(s). Please note, those fields in **green, highlighted with asterisks (*)** are **required**.

Applicants

Location Code
Location Name*
Race*
 Ethnicity**
Sex*
Job Group Code (if available)*
Job Group Name (if available)*
EEO-1 Category*
 Application Date
 Applicant ID
Applicant Name*
Job Applied For*
 Referral Source
 Disposition/Final Status
Rejection Reason*
 Job Code
 Requisition Number
Individual with Disability?*
Protected Veteran?*
 Zip Code

Sample Data

COR
 Corporate
 Black
 Non-Hispanic
 Male
 1A
 Executives
 1.1
 10/25/18
 100218
 John Smith
 Programmer
 State Job Board
 Reviewed – Not Selected
 Did not meet minimum position requirements
 P01
 2016-1010
 Y
 Y
 70112

Hires

Location Code
Location Name*
Race*
 Ethnicity**
Sex*
Job Group Code (if available)*
Job Group Name (if available)*
EEO-1 Category*
 Application Date
Unique Employee ID #*
Employee Name*
Job Title*
Hire Date*
 Job Code
 Requisition Number Hired To
Individual with Disability?*
Protected Veteran?*
 Supervisor Employee ID #
 Supervisor Name
 Supervisor Location Code
 Zip Code

COR
 Corporate
 Black
 Non-Hispanic
 Male
 1A
 Executives
 1.1
 10/25/08
 12345
 John Smith
 Programmer
 11/29/08
 P01
 2016-1010
 Y
 Y
 55455
 JaneDoe
 HQ
 70112

Promotions/Transfers

Status	Promotion (or Transfer)
Location Code TO	COR
Location Name TO*	Corporate
Location Code FROM	ABQ
Location Name FROM*	Albuquerque, NM
Race*	Black
Ethnicity**	Non-Hispanic
Sex*	Male
Job Group Code promo TO (if available)*	1C
Job Group Name promo TO (if available)*	Managers
EEO-1 Category promo TO*	1.2
Job Group Code promo FROM (if available)*	2A
Job Group Name promo FROM (if available)*	Professionals
EEO-1 Category promo FROM*	2
Promotion Date*	3/12/08
Unique Employee ID #*	12345
Employee Name	John Smith
Job Title promoted TO*	Operations Manager
Job Title promoted FROM*	Programmer
Job Code promoted TO	MO1
Job Code promoted FROM	PO1
Individual with Disability?*	Y
Protected Veteran?*	Y
Was this a Competitive Promotion?	Y
New Supervisor Employee ID #	55455
New Supervisor Name	JaneDoe
New Supervisor Location Code	HQ
Previous Supervisor Employee ID #	555395
Previous Supervisor Name	John Smith
Previous Supervisor Location Code	ABQ
Zip Code	70112

Terminations

Location Code	COR
Location Name*	Corporate
Race*	Black
Ethnicity**	Non-Hispanic
Sex*	Male
Job Group Code*	9A
Job Group Name*	Service Workers
EEO-1 Category*	9
Termination Date*	5/16/08
Unique Employee ID #*	67891
Employee Name	Fred Jones
Job Title Terminated from*	Janitor
Voluntary/Involuntary	V or I
Reason for Termination	Poor Job Performance
Job Code Terminated from	JO1
Individual with Disability?*	Y
Protected Veteran?*	Y
Supervisor Employee ID #	55455
Supervisor Name	JaneDoe
Supervisor Location Code	HQ
Zip Code	70112

**If your HRIS system separates race from ethnicity, these two may be provided in separate fields.

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- OutSolve prefers data in Microsoft Excel or in text/CSV (comma separated values).
 - It may be necessary to include separate tables for data elements if codes, abbreviations or identifiers unique to your company are utilized. Please provide an explanation of each of these codes.
 - If your company would prefer to have a logo on the plan narrative, please contact your consultant about size requirements.
 - Per OutSolve's Data Security policy, Social Security # is not accepted