

Collect, Collaborate & Continue:

3-Part Checklist for Transforming Your Affirmative Action Approach



1 Collecting Clean and Complete Data

Is your organization doing the same data collection and reporting work twice? Have people lost faith in your data because it's telling inconsistent stories about your workforce? Use this checklist to ensure you're asking the right questions.

Basic Data Collection Questions You Need to Answer

- Do you use the same pool of data across multiple business functions?
- Do all departments collecting data in your organization use the same snapshot date?
- Are you able to pool data and present it in different ways?
- Do you have a plan for presenting your data to different stakeholders?

Questions Every Business Should Be Asking About Benchmarking

Taking the time to look at a range of different benchmarks will help you build realistic and engaging targets that will impact your programs positively. Ask:

- How often do you recruit from within your organization versus externally?
- Where are you recruiting from for different job roles, and for different locations?
- Are you recruiting from certain counties or states?
- Do you recruit at colleges and universities?
- Are you looking at this information internationally?

Data Reconciliation Checklist

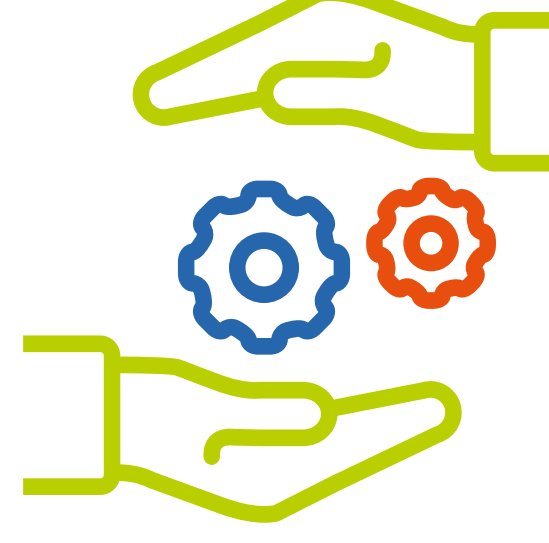
Are you properly reconciling your data? Affirmity's data analytics team works through your employee and historical transaction data to find:

- Missing fields
- Duplicate records (e.g. two terminations, two promotions)
- Opportunities to review or update job group structure
- Instances where job titles have erroneously been assigned to multiple job groups
- Other job group/EEO code inconsistencies (e.g. union membership, exemptions)
- Race and gender inconsistencies over time (e.g. individuals may provide different answers during application and onboarding)
- "Includes/excludes" assignment errors
- Employees erroneously reported with \$0.00 annual compensation
- Inconsistencies with historical hire records and applicant flow data

2 Building Business Engagement and Accountability

The key to getting the right people engaged with your program is to give them the data they need in a format that makes sense. Are you:

- Providing data throughout the year?
- Providing data at times when it will be most useful?
- Explaining the data you provide?
- Building a reporting schedule that can be repeated year after year?
- Building dashboards to allow for instant reporting whenever data is wanted?
- Finding partner organizations that can assist with any of your hiring issues?
- Documenting your outreach and good faith efforts?
- Evaluating the activity that you track to determine its effectiveness?
- Building a strong relationship with your L&D department?



3 Maintaining a Proactive Program

Your affirmative action program is full of proactive potential, and with audits getting progressively tougher, you can never be too prepared.

Key Actions for Your Affirmative Action Efforts

Are you performing—and thoroughly documenting—the following recommended activities?

- Assign audit support teams
- Undertake mock/simulated audits
- Ready your pre-submittal audit support package
 - Reconcile your applicant flow data
 - Reconcile data and re-run analysis if needed
 - Perform an Adverse Impact Analysis and Recommended Response Actions
 - Perform a Multiple Regression Compensation Analysis

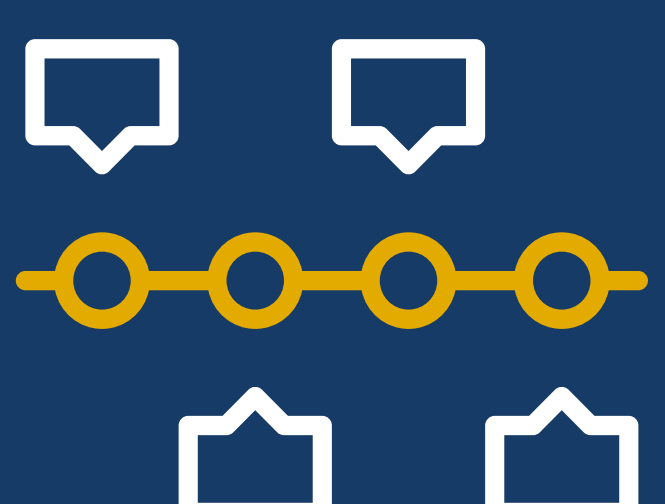
Have You Also Considered Doing Any of the Following?

- Talent Acquisition Compliance Assessment
- Equal Pay Studies
- Test Validation Analyses
- Employment Tests
- Pre-Screen Questionnaires
- Performance Rating Studies
- Wage/Hour Analysis and Training
- State Equal Pay Law Compliance

A Suggested Timeline for Your Affirmative Action Program

Don't shelve your AAP immediately after finishing it—it's an ongoing program! Follow this timeline and be proactive instead of reactive:

- December: Project kickoff
- January: Data reconciliation and compensation analysis
- March: Report preparation and review
 - EEO-1 due date
 - California reporting due date
- July: Monitoring
- September: VETS 4212
- Jan/Apr/Jul/Sep/Nov: Dissemination of reports and training to support understanding and action on the data



Other ongoing activities include:

- Outreach efforts
- Internal audits
- Audit preparation

Want to learn more about leveraging your data, collaborating with the wider business, and building a year-round affirmative action program? Read our full guide:

How to Create a Collaborative Approach to Affirmative Action Excellence

Click the title to download today or head to affirmity.com/resources