

Preparing Your Data for an Affirmative Action Plan: HIRING

presented by
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About the Webinar Series

- “Getting Back To Basics”
- Upcoming schedule:
 - 9/28: Promotion
 - 10/12: Termination
 - 10/26: Workforce Snapshot
 - 11/9: Applicant Flow
 - 11/30: Compensation



Overview

- Data requirements
- Missing data and its effects
- Data scrubbing and validation



Required Data

- Employee-level data
- Fields to be populated
 - Unique identifiers;
 - Demographics;
 - Job title & job code;
 - EEO-1 Group & AAP Group;
 - Location;
 - Hire / rehire / termination dates



Non-AAP Suggested Data

- Expanded demographic information on other protected characteristics
 - Age
 - Disability status*
 - Veteran status*
 - Marital status
 - Sexual orientation



Required Documentation

- Electronically-maintained information used in hiring decisions
 - Resume / CV
 - Application
 - Interview notes
 - Self-id forms
 - Pre-employment screening results
 - Prior employment history / work experience
 - Any other information considered in the hiring process



Common Missing Data Points

- Gender, race, ethnicity and other demographic information
 - How to collect if missing?
 - Voluntary disclosure versus employer identification



Common Missing Data Points

- Job Title
 - Actual title hired into versus current title
- Hire date
 - System conversion dates
 - Hire versus rehire date



The Effect of Missing Data

- Bad Data = Bad AAP
- Inaccurate conclusions
 - Where are your *real* issues?
- Time / Expense / Resources
 - Internal cost
 - External cost
- Audit & Litigation Issues



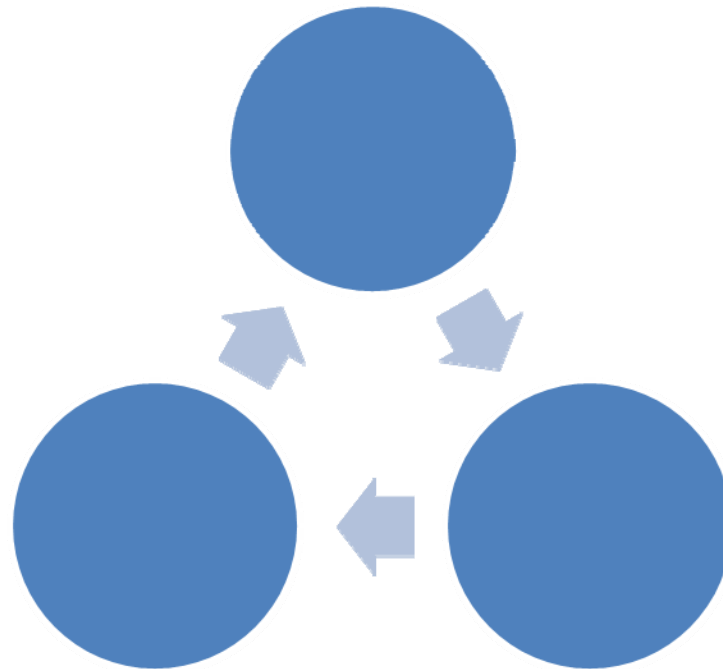
Data Scrubbing & Validation

- Do We Have the Right People?
- Do We Have the Right Codes?
- Are We Consistent?
- Where Are Our Data Gaps?



Data Scrubbing & Validation

It's an interactive process



Conclusion

- AAPs can drive process improvements, policies and procedures, and guide the direction of the organization
 - AAPs (and their inferences) are *only* meaningful if they're based on clean and accurate data



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