



AFFIRMATIVE ACTION PROGRAM REQUIRED EXCEL FILE DATA FIELDS

Workforce File	New Hires File	Terminations File	Promotions File	Transfers File (Optional)	Applicants File <i>* see data suggestions below</i>
Employee ID or SSN	Employee ID or SSN	Employee ID or SSN	Employee ID or SSN	Employee ID or SSN	Hired Employee ID
Employee Name	Employee Name	Employee Name	Employee Name	Employee Name	Applicant Name
Race	Race	Race	Race	Race	Race
Sex	Sex	Sex	Sex	Sex	Sex
Job Title	Job Title	Job Title	Promoted To Job Title	Job Title	Job Title
AAP Job Group (if known)	AAP Job Group (if known)	AAP Job Group (if known)	Promoted To AAP Job Group (if known)	AAP Job Group (if known)	AAP Job Group (if known)
EEO-1 Category	EEO-1 Category	EEO-1 Category	Promoted To EEO-1 Category	EEO-1 Category	EEO-1 Category
Pay (\$)	Requisition Number (desirable)	Termination Date	Promoted From Job Title	Transferred To Department	Application Date
Pay Interval	Pay (\$)	Termination Reason	Promoted From AAP Job Group (if known)	Transferred From Department	Applicant Source
Pay Grade	Pay Interval	Department	Promoted From EEO-1 Category	Transferred To Location (include overseas)	Applicant Disposition(s)
Employee Type	Pay Grade	Employee Work Location	Promotion Date	Transferred From Location (include overseas)	Location Applied To
Department	Department	Supervisor ID or SSN **	Promoted To Department	Transfer Date	Requisition Number (desirable)
Organizational Unit	Employee Work Location		Promoted To Work Location	Supervisor ID or SSN **	
Employee Work Location	Supervisor ID or SSN **		Supervisor ID or SSN **		
Supervisor ID or SSN **	Most Recent Hire Date				
Most Recent Hire Date	Veterans Status ***				
Veterans Status ***	Acquisition Hires (Y/N)				

****Applicants for Employment Data Suggestions***

1. All hires and qualified internal employees that applied or were selected for any open positions for the reporting period should appear in the applicant data files.
2. Where possible, include 'employee ID' for each hire in the applicant data files.
3. Remove all applicants for canceled job openings.
4. Clients who use electronic technology in their recruitment and selection process should follow OFCCP's Internet Applicant (IA) definition and recordkeeping requirements:
 - a) An 'expression of interest' is submitted by the individual
 - b) The individual is considered for a particular position
 - c) The 'expression of interest' indicates the individual meets basic qualifications
 - d) The individual, at no point in the recruiting or selection process de-selects him/herself

FIELD NAME	DATA	DEFINITION / EXAMPLE
Acquisition Hires	Y/N	Employee entered the company workforce through an acquisition or merger.
Applicant Source	Text, alphanumeric	example: Job board, employee referral, Monster.com, college recruit.
Applicant Disposition	Text	example: met basic requirements; phone screened; interviewed; offer rejected; offer accepted, hired.
Department	Text, alphanumeric	The first level in an organization where managers make decisions on hires, promotions and terminations. This may be a cost center, sub-department, department, or group etc.
EEO-1 Category	Executive/Sr Level Officials & Managers	example: CEO, CFO, VPs, Management Directors
	First/Mid Level Officials & Managers	example: Purchasing Manager, Production Supervisor
	Professionals	example: Engineers, Accountants
	Technicians	example: Engineering Technician
	Sales Workers	example: Account Executive
	Administrative Support Workers	example: Administrative Assistant
	Craft Workers	example: Machinist, Mechanic
	Operatives	example: Assembler
Employee ID or SSN	Laborers and Helpers	example: Helper, Equipment Cleaner
	Service Workers	example: Janitor
Employee Type	Text	Unique identification number for each employee. SSN can be used but is not recommended. INFORMATION MUST BE CONSISTENT WITHIN ALL FILES.
Employee Work Location	Text, alphanumeric	example: Regular, Temporary, Exempt, Non-exempt.
Hired Employee ID	Text, alphanumeric	Location where employee physically works; this should be same as the location information EEO-1 report. example: Employees who work from home should have location of: Remote, Home, Field etc.
Job Group	Text, alphanumeric	Employee ID for the hired applicant. This should be blank for all non-selected applicants.
Organizational Unit	Text, alphanumeric	Subgroup of EEO-1 Category. example: In the First/Mid Level Officials & Managers EEO-1 Category, the job groups could be Directors, Managers & Supervisors.
Pay (\$)	In dollars	A higher level than Department level. example: Finance, Manufacturing, Administration.
Pay Interval	Hourly Daily Weekly Biweekly Monthly Semi-monthly Annually	Hourly base pay or annual full time equivalent base pay.
Promotion Date	MM/DD/YYYY	The time period for which pay is calculated for an employee. This field must match "Pay (\$)" field above.
Race	Hispanic or Latino	First day of promotion.
	~~~~~ OR ~~~~~	
	<b>Not-Hispanic or Latino (choose one of the following categories)</b>	
	White	Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
	Black or African American	Origin in Europe, the Middle East, or North Africa.
	Native Hawaiian or Other Pacific Islander	Origin in any of the black racial groups of Africa.
	Asian	Origin in Hawaii, Guam, Samoa, or other Pacific Islands.
	American Indian or Alaska Native	Origin in Far East, Southeast Asia, or the Indian Subcontinent. example: China, Cambodia, India, Japan, Korea etc.
Two or more races	Origin in North and South America (including Central America), and who maintain tribal affiliation or community attachment.	
Sex	F	People who identify with more than one of the above five races.
	M	Female
	U	Male
Supervisor ID or SSN **	Text, alphanumeric	Unknown; Other; Declined to self-ID (FOR APPLICANT FILE ONLY)
Termination Date	MM/DD/YYYY	**Supervisor information for companies with multi-site AAPs. Supervisor's employee ID or SSN. <b>INFORMATION MUST BE CONSISTENT WITHIN ALL FILES</b>
Termination Reason	Voluntary	Last day of work
	Involuntary	Employee initiates termination. Example: resignation.
	Layoff	Company initiates termination. Example: misconduct. example: reduction in force
Veteran Status ***	Armed Forces Service Medal Veteran	*** For VETS-100 and/or VETS-100A reporting only.
	Disabled Veteran	
	Other Protected Veteran	
	Recently Separated Veteran	
	Special Disabled Veteran	
	Vietnam Era Veteran	