

EEO-1 Data Reporting Form

COLLECTION OF DATA FOR FEDERAL EEO-1 REPORT

NOTICE

The following information relating to race/ethnic origin, sex, and job category is collected in order to demonstrate compliance with Federal and State agency regulations. The information is in no way used in the evaluation of the employee. Completion of this form is entirely voluntary, and all information will remain confidential and will not affect the employee's application for employment. In addition, this form will not become a part of the personnel record of the employee, if the employee is hired.

Employee to complete the following:

NAME: _____

SEX:

- Male
 Female

RACE:

- (W) White:** also includes, by definition, persons having origin in North Africa, Europe, or the Middle East.
- (B) Black or African American:** all persons having origins in any of the black racial groups of Africa
- (S) Hispanic or Latino:** all persons of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin regardless of race.
- (A) Asian:** a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent.
- (P) Native Hawaiian or Other Pacific Islanders:** a person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- (I) American Indian or Alaskan Native:** a person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- (T) Two or More Races:** all persons who identify with more than one of the above five races.

Government contractors must take affirmative action to employ and advance certain qualified individuals subject to the Rehabilitation Act of 1973 and the Vietnam Era Veterans Readjustment Act of 1974. Completion of the following information is voluntary, and will assist us in proper placement and reasonable accommodation. If you wish to be identified as qualifying for such placement or accommodation, please check where applicable:

- Individual with a Disability
 Vietnam Era Veteran
 Disabled Veteran

Supervisor check the appropriate designation below (check only one)

Office or Manager

Sets broad policy, exercises overall responsibility for unit (ex. executive, middle managers, plant or department managers, superintendents, salaried supervisors who are members of management)

Professional

Occupations requiring college degree (ex. architect, accountant, lawyer, teacher, engineer).

Technician

Requiring basic scientific knowledge and manual skill, may be acquired through two-year college program or on-the-job training (ex. computer programmers, drafters, engineering aids, photographers, technical illustrators, medical and dental technicians).

Sales Workers

Occupational engaged primarily in direct sales (ex. sales representatives, cashiers, clerks, real estate agents and brokers).

Office and Clerical

Includes all clerical type work regardless of difficulty (ex. bookkeepers, collectors, messengers and office helpers, office machine operators including computer, secretary, legal assistant, shipping and receiving clerks).

Trainee (White Collar)

Persons engaged in formal training for officer, manager, professional, technical sales, or office and clerical occupations.

Craft Workers (Skilled)

Manual workers of relatively high skill: exercise independent judgment; have extensive period of training (includes building trades, hourly paid supervisors and lead operators who are not members of management, mechanics, skilled machinists, typesetters, electricians, painters, etc.).

Operative (Semi-skilled)

Operate machine or procession equipment that can be mastered in a few weeks and receive limited training (ex. apprentices of skilled craft workers).

Laborer (Unskilled)

Manual occupations which require no special training or may be learned in a few days with little or no independent judgment (ex. garage laborers, car washers and greasers, gardeners and grounds keepers, stevedores, laborers performing lifting, digging, mixing, loading and pulling operations).

Service Worker

Workers in protected and non-protected service occupations (ex. hospital attendants, personal service attendants, nurses aids and orderlies, cleaning people, cooks, counter and fountain workers, firefighters, guards, doorkeepers, janitors, police officers, waiters and waitresses, guides, ushers).

Trainee (Production)

Those in formal training to become a craft (skilled) worker B when not trained under apprentice programs B operative laborer and service occupation.