



EEO-1 Changes

Revisions to the EEOC's Employer Information Report

The EEO-1 Report at a Glance

The Employer Information Report (EEO-1) classifies an organization's employees by job category and then by ethnicity, race, and gender. Due every September, the EEO-1 is submitted to the EEOC and the Department of Labor, Office of Federal Contractor Compliance Programs (OFCCP). Beginning September 30, 2007, employers must use the newly revised EEO-1 Report. Since next September's report will likely be comprised of data collected this year, organizations must collect information per the new classification format prior to 2007.

What Changes Have Been Made to the EEO-1?

The race/ethnicity categories and job classifications of the EEO-1 Report were revised to reflect a new demographic analysis of an organization's workforce. Job categories were updated to help identify trends in mobility of minorities and women.

Race and Ethnicity Changes

- Adding a new category called "Two or more races";
- Revising the "Asian and Pacific Islanders" category to two separate categories called "Asian" and "Native Hawaiian or other Pacific Islander";
- Renaming the "Black" category to "Black or African American";
- Renaming the "Hispanic" category to "Hispanic or Latino";
- Strongly endorsing employee self-identification of race and ethnicity, as opposed to visual identification by employers

Note: Organizations may choose to re-identify current employees, though the EEOC does not require employers to do so.

Job Categorization Changes

The current EEO-1 Report includes nine job categories: Officials and Managers, Professionals, Technicians, Sales, Official and Clerical, Craft Workers (Skilled), Operative (Semiskilled), Laborers (Unskilled), and Service Workers. The revised report will split the Officials and Managers category into two separate classifications based on responsibility and influence within the organization. The two new levels stemming from this category are Executive/Senior Level Officials and Managers and First/Mid-Level Officials and Managers. The revised report also moves business and financial positions from the Officials and Managers category to the Professionals category.

Why is this Information Collected?

The data collected in the EEO-1 Report is used by the EEOC and the OFCCP for two main purposes. The EEOC analyzes the information to determine how particular organizations, industries, or regions are performing in terms of equal employment. The OFCCP uses the data within the reports to select employer facilities for compliance evaluations. By analyzing the EEO-1 data, the OFCCP can establish which facilities are likely to discriminate.

Which Organizations are Required to Submit the EEO-1?

The EEO-1 Report must be submitted by all organizations with 100+ employees and by federal contractors and subcontractors with 50+ employees and government contracts of \$50,000 or more. Additionally, the Department of Labor recognizes banks and other financial institutions as government contractors. Consequently, all banks and financial institutions with 50+ employees must have an Affirmative Action Plan and are required to submit the EEO-1 Report. Note: Multiple EEO-1 Reports may be required of organizations with multiple locations and/or a separate corporate headquarters. See <http://www.eeoc.gov/eo1survey/howtofile.html> for details.

How Do We Return the Completed EEO-1 Report?

The EEO-1 Joint Reporting Commission prefers online submission of the report through their Web portal. The online filing system can be accessed here: <http://www.eeoc.gov/eeo1survey/>.

Revised EEO-1 Form

Section D – EMPLOYMENT DATA																SF 100 – Page 2
Employment at this establishment – Report all permanent full- and part-time employees including apprentices and on-the-job trainees unless specifically excluded as set forth in the instructions. Enter the appropriate figures on all lines and in all columns. Blank spaces will be considered as zeros.																
Job Categories	Number of Employees (Report employees in only one category)															Total Col A - N
	Race/Ethnicity															
	Hispanic or Latino		Not-Hispanic or Latino													
			Male						Female							
	Male	Female	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races		
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O		
Executive/Senior Level Officials and Managers 1.1																
First/Mid-Level Officials and Managers 1.2																
Professional	2															
Technicians	3															
Sales Workers	4															
Administrative Support Workers	5															
Craft Workers	6															
Operatives	7															
Laborers and Helpers	8															
Service Workers	9															
TOTAL	10															
PREVIOUS YEAR TOTAL	11															

1. Date(s) of payroll period used: _____ (Omit on the Consolidated Report.)

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How iCIMS Can Help:

iCIMS' iRecruiter™ Applicant Tracking Solution can help your organization collect, search, store, and report upon EEO data while complying with the EEOC's report revisions. iRecruiter's Online Career Centers can automatically collect voluntary EEO information from candidates who apply to jobs through your corporate website. Recruiters can also electronically request EEO information from candidates through iRecruiter, re-directing applicants back to the Career Center and standardizing the collection process. Additionally, iRecruiter comes equipped with a powerful three-tier Reporting Center that can easily generate reports required by the EEOC and the OFCCP, including the newly revised EEO-1 Report.

To learn more about how iCIMS can help with your organization's EEO reports and other hiring management needs, call a representative today at (800) 889 – 4422 or take a look at an online virtual tour of iRecruiter at: <http://www.icims.com/demo/>.