How to Review the Departmental EEO Report and Compare the Information with the Labor Market Data

Step 1: Log into NinerTalent (<u>https://jobs.uncc.edu/hr</u>).

Step 2: Confirm you are in the Applicant Tracking Module (the bar across the top will be blue).

Step 3: Confirm your user group is listed as either **Initiator**, **Approver**, or **Search Committee Member** (those are the groups that have access to the **Departmental EEO Report**).

Step 4: Click on either the **Department** or the **Working Title** of the posting you would like to open (shown below).

Postings / Faculty			
Faculty Posting	S		
Saved Searches V			Searct
Ordered by Workflow State			
"Ordered by Workflow State" 1 🗙			
Department	Position Number	Working Title	All Submitted Applications
Geography and Earth Sciences	006906	Assistant Professor of Geography	42

This will automatically open the Summary Tab (shown on the next page).

Posting: Assistant Prof	essor of Geography (Faculty)
Position Type: Faculty Work Unit: Geography and Earth Sciences	Created by: Craig Allan Owner: Human Resources
Summary History Applicants	Reports
Please review the details of the posting of	carefully before continuing.
To take the action, select the appropriate Watch List. in the popup box that appea	e Workflow Action by hovering over the orange "Take Action on thi rs. When you are ready to submit your posting, click on the Subm i
To edit the posting, click on the Edit link point, you will need to review this section	next to the Section Name in the Summary Section. This will take y n and make necessary corrections before moving to the next step
General Information	
General Information	
Position Number	006906
Working Title	Assistant Professor of Geography

Step 5: Click on the Reports Tab (circled in red in the picture above).

Step 6: Click on Departmental EEO Report.



This will open a new tab in your browser (shown below).

Messages

You have 2 messages. Messages automatically expire after 1 day.			
Title	Status	Message	(Actions)
Departmental EEO Report for Assistant Professor of Geography	Completed	Completed at 09/30/2016 01:16 PM	Actions
Departmental EEO Report for Assistant Professor of Geography	Completed	Completed at 09/30/2016 01:06 PM	Actions

Step 7: Once the report has been completed, click on **Actions**. You can either view the report in your browser or download the information into Excel (shown below).



Below is an example of the top section of the report.

Report Generated:	Friday September 30, 2016 02:16:23 PM
Job Title	Assistant Professor of Geography
Job Number	006906
Posting Number	F15-00019po

All Applicants

Gender	Hispanic / Latino	American Indian Or Alaskan Native	Asian	Black Or African American	Hispanic/Latino	Native Hawaiian Or Other Pacific Islander	White	Two Or More Races	Two Or More Races	Not Disclosed	Total
Female	0	0	6	0	0	0	6	0	0	0	12
Male	0	0	14	0	0	0	10	0	0	3	27
No Answer	0	0	0	0	0	0	0	0	0	3	3
Total	0	0	20	0	0	0	16	0	0	6	42

When you scroll further down, you will see the counts for the different applicant status options used during the recruitment process (shown below).

Further Consideration Applicants

Gender	Hispanic / Latino	American Indian Or Alaskan Native	Asian	Black Or African American	Hispanic/Latino	Native Hawaiian Or Other Pacific Islander	White	Two Or More Races	Two Or More Races	Not Disclosed	Total
Female	0	0	2	0	0	0	0	0	0	0	2
Male	0	0	4	0	0	0	3	0	0	1	8
No Answer	0	0	0	0	0	0	0	0	0	1	1
Total	0	0	6	0	0	0	3	0	0	2	11
Qualifie Gender	ed Not Sele Hispanic /	cted Applicants American Indian Or Alaskan Native	Asian	Black Or African	Hispanic/Latino	Native Hawaiian Or Other Pacific Islander	White	Two Or More	Two Or More	Not	Total
Female	0	0	0	0	0	0	0	0	0	0	0
Male	0	0	0	0	0	0	0	0	0	0	0
No Answer	0	0	0	0	0	0	0	0	0	1	1
Total	0	0	0	0	0	0	0	0	0	1	1
Not Be	st Qualified Hispanic /	(Emails Applicant Now American Indian Or	/) App	licants Black Or African		Native Hawaiian Or Other	14/1-14-	Two Or More	Two Or More	Not	Tatal
Gender	Latino	Alaskan Native	Asian	American	Hispanic/Latino	Pacific Islander	white	Races	Races	Disclosed	Iotai
Female	0	0	4	0	0	0	6	0	0	0	10
Male	0	0	10	0	0	0	6	0	0	2	18
No Answer	0	0	0	0	0	0	0	0	0	2	2
Total	0	0	14	0	0	0	12	0	0	4	30

Your Dean may ask specifically for you to compare the applicants that made it to "**further consideration**" to the labor market. If so, you will use the totals from that section of the report.

Step 8: In a new browser window, go to: <u>http://hr.uncc.edu/employee-relations/affirmative-action/departmental-eeo-report-comparison-template</u>.

Departmental EEO Report Comparison Template

Below you will find the link to the template for comparing your Departmental EEO report with the Labor Market Availability in NinerTalent.

Template Compare EEO Labor Market Data

If you need assistance, contact River Peebles at 704-687-0661 or rrpinkha@uncc.edu.

Here you will find a ready-made template for comparing the applicant pool to the labor market data.

Step 9: Click on the link to the Template. An Excel file will open. (An example of a completed template is at the end of this document).

Step 10: Enter in the information about the posting (department, title, position number).

Step 11: Enter the data from the **Departmental EEO Report** into the column labeled "Number of Applicants."

Step 12: Go back to the NinerTalent browser window and open the Summary Tab.

Posting: Assistant Pro	ofessor of Geography (Faculty)
Position Type: Faculty	Created by: Craig Allan
Work Unit: Geography and Earth Sciences	Owner: Human Resources
Summary History Applicants	Reports
Please review the details of the postin	g carefully before continuing.
To take the action, select the appropri Watch List. in the popup box that app	ate Workflow Action by hovering over the orange "Take Action on this Pos ears. When you are ready to submit your posting, click on the Submit butt
To edit the posting, click on the Edit lin point, you will need to review this sect	nk next to the Section Name in the Summary Section. This will take you di tion and make necessary corrections before moving to the next step in the

Step 13: Scroll all the way to the bottom of the tab to locate the **Labor Market Availability** Data (shown below).

Labor Market Availability				
Labor Market Availability				
Discipline or Specialty	PhD: Geography			
Female	33.42%			
Minority Total	8.86%			
African American	1.63%			
Hispanic	2.39%			
Asian	4.28%			
American Indian	0.56%			
Native Hawaiian/Other Pacific Islander	n/a			
Two or More	n/a			

Ster) 14:	Enter the La	abor Market	Data into the	Comparison	Template a	nd save the file.
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Template for Comp	aring Departmenta	EEO Report to the Labo	or Market Data				
Department:	Geography						
Title:	Assistant Professor						
Position Number:	on Number: 6906						
Position Number:6906In column "C" (Number of Applicants) enter the totals from your Departmental EEO Report.For instructions on how to run the Departmental EEO Report, see the Faculty or EHRA StaffApplicant Tracking User Guides (http://hr.uncc.edu/ninertalent/user-guides). Column "D"(Applicant Pool Percentage) is set up to automatically compute the percentages for yourApplicant Pool. In column "E" (Labor Market Data Percentages) enter in the Labor MarketAvailability Data from the Summary Tab in NinerTalent. Refer to the User Guides fordirections on how to access this information. The cells colored in blue are locked. You willnot enter information in those cells. If you need assistance, contact the Equity Specialist at							
	Number of	Applicant Pool	Labor Market Data				
Total Number	Applicants	Percentage	Percentages				
Applicants	42	n/a	n/a				
Female Total	12	28.57%	33.42%				
Male Total	27	64.29%	n/a				
Gender Not Disclosed	3	7.14%	n/a				
White Total	16	38.10%	n/a				
Race/Ethnicity Not							
Disclosed	6	14.29%	n/a				
Minority Total	20	47.62%	8.86%				
African American Total	0	0.00%	1.63%				
Hispanic/Latino Total	0	0.00%	2.39%				
Asian Total	20	47.62%	4.28%				
American Indian or							
Alaska Native Total	0	0.00%	0.56%				
Native Hawaiian or							
Other Pacific Islander							
Total	0	0.00%	n/a				
Two or More Races							
Total	0	0.00%	n/a				

Step 15: At this time you should forward this information to the appropriate person in your Dean's office. Depending on the results, they may decide more targeted advertising is needed or that the posting needs to remain open for a longer period of time.

If you need assistance, contact River Peebles at 7-0661 or rrpinkha@uncc.edu.