

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

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

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 Postings

Saved Searches ▾ [Search Box] Search

Ordered by Workflow State ✕

"Ordered by Workflow State" 1 ✕

<input type="checkbox"/>	Department	Position Number	Working Title	All Submitted Applications
<input type="checkbox"/>	Geography and Earth Sciences	006906	Assistant Professor of Geography	42

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



Posting: Assistant Professor of Geography (Faculty)

Current Status: [Redacted]

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 posting carefully before continuing.

To take the action, select the appropriate Workflow Action by hovering over the orange "Take Action on this Watch List" in the popup box that appears. When you are ready to submit your posting, click on the Submit

To edit the posting, click on the Edit link next to the Section Name in the Summary Section. This will take you back to the posting page. If you need to make any corrections, you will need to review this section 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**.

Summary

History

Applicants

Reports



Applicant List Report



Applicants In Process Report



Departmental EEO Report



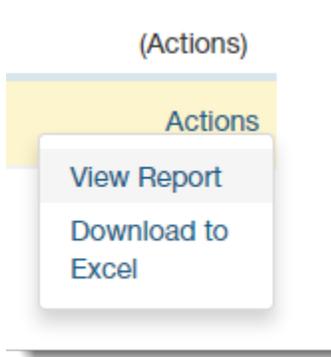
This will open a new tab in your browser (shown below).

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

Qualified Not Selected 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	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 Best Qualified (Emails Applicant Now) 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	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: <http://hr.uncc.edu/employee-relations/affirmative-action/departmental-eeo-report-comparison-template>.

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 Professor of Geography (Faculty)

Current Status: Open

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 carefully before continuing.

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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

