

HUDSONMANN



# AAP Review

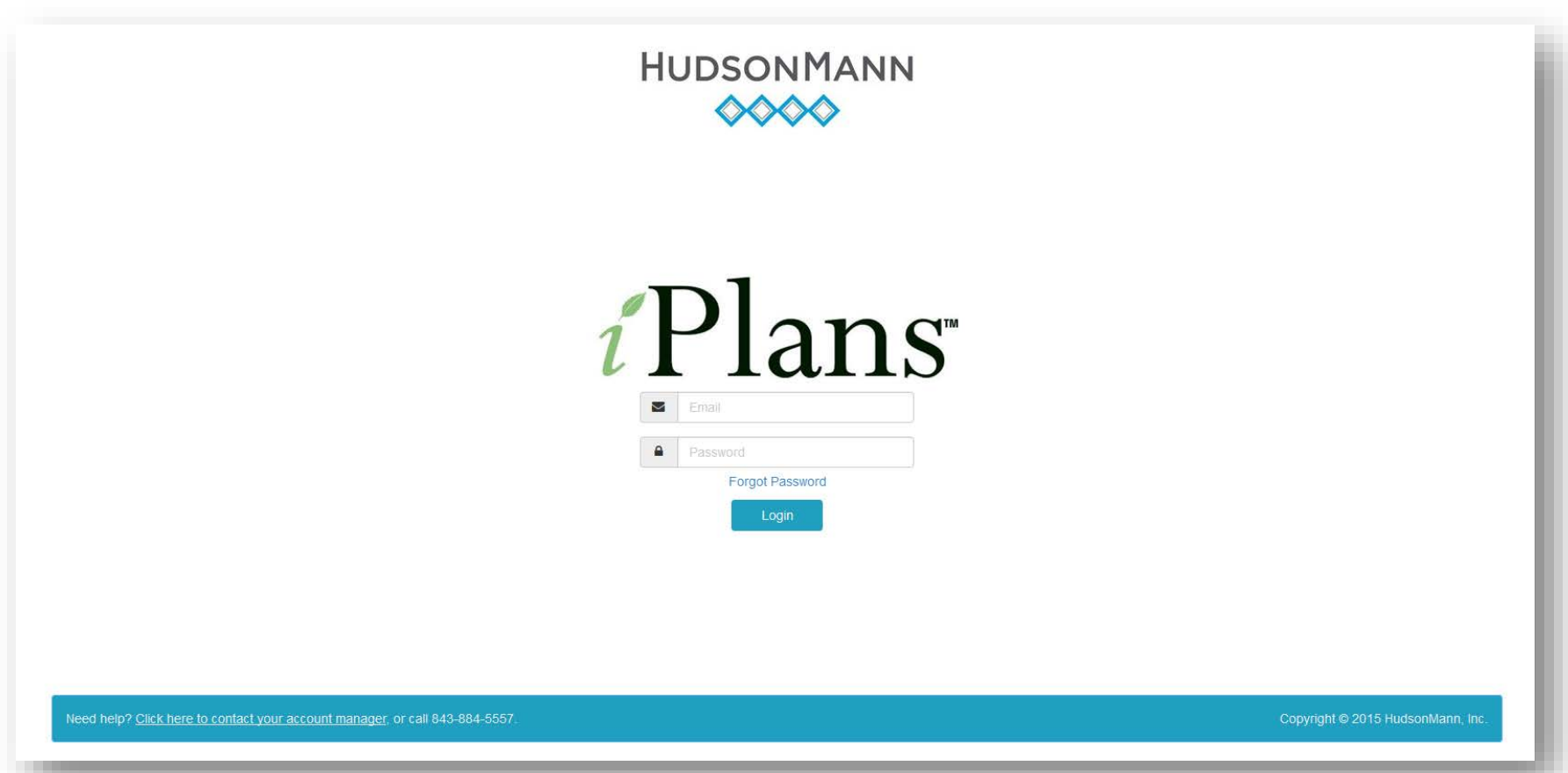
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UNDERSTANDING YOUR AFFIRMATIVE ACTION PLAN

# Login to Your iPlans™ Portal


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<https://hudsonmann.aapcloud.com>



The screenshot shows the login page for the HudsonMann iPlans portal. At the top, the HUDSONMANN logo is displayed with four blue diamonds below it. The iPlans™ logo is centered, with a green leaf icon for the 'i'. Below the logo are two input fields: 'Email' with an envelope icon and 'Password' with a lock icon. A 'Forgot Password' link is positioned below the password field. A blue 'Login' button is at the bottom of the form. A teal footer bar contains the text: 'Need help? [Click here to contact your account manager](#), or call 843-884-5557.' and 'Copyright © 2015 HudsonMann, Inc.'

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## OFCCP News

**EEOC Updates COVID-19 Technical Assistance to Cover Retaliation**  
On November 17, 2021, The U.S. Equal Employment Opportunity Commission (EEOC) updated its COVID-19 technical assistance to include more information about employer retaliation in pandemic-related employment situations. The updates explain and clarify the rights of employees and job applicants who believe they suffered retaliation for protected activities under the Americans with Disabilities Act (ADA), Title VII of [...]

**OFCCP Announces Proposal to Return to Long-standing Policy, Practice on Religious Exemption**  
The U.S. Department of Labor's Office of Federal Contract Compliance Programs has

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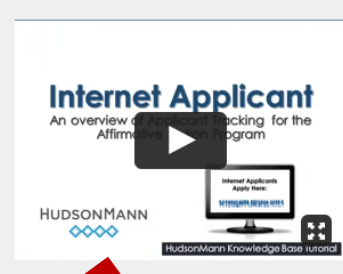
Columbus ▼

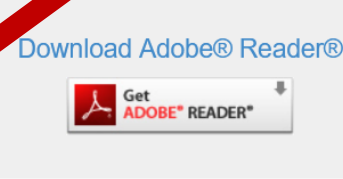
Dallas ▼

## Resources

Knowledge Base ▼

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**Internet Applicant**  
An overview of Applicant Tracking for the Affirmative Action Program  
HUDSONMANN  
HudsonMann Knowledge Base Tutorial


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# First of Year (FOY) Reports

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# Click “View” next to First of Year Reports

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## OFCCP News

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2020

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Knowledge Base ▾

Tools ▴

**Internet Applicant**  
An overview of the Internet Applicant system for the Affirmative Action program.  
HUDSONMANN  
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# Job Groups and Titles

## Job Groups and Titles

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CHICAGO

January 1, 2021

Job Group	Job Title	# In Job Title	% In Job Title	Job Group	Job Title	# In Job Title	% In Job Title
1.1 A	Chief Information Officer	1	11.1%	2 A	Senior Marketing Manager, Commercial	1	7.7%
	Executive VP Product Strategy and Mgmt	1	11.1%		Sr Mktg Mgr Tht L/ship and GCS Prod Mktg	1	7.7%
	General Counsel	1	11.1%		Sr. Marketing Manager Government	1	7.7%
	Senior VP Global Delivery Services	1	11.1%		Assistant Marketing Manager	2	5.9%
	Sr VP Global Client Services	1	11.1%		Associate Program Manager	1	2.9%
	VP Marketing, Comms and Open Enrollment	1	11.1%		Benefits/HR Services Business Partner	1	2.9%
	VP Product Development	1	11.1%		Business Analysis Instructor/Coach	1	2.9%
	VP Talent Management and HR	1	11.1%		Client Billing Manager	1	2.9%
	VP, Government Markets	1	11.1%		Contracts Specialist II	1	2.9%
1.2 A	Director Computer and Networks Ops	1	4.4%		Curriculum Manager	2	5.9%
	Director Customer Relations	1	4.4%		Curriculum Solutions Manager	4	11.8%
	Director Enterprise Markets	1	4.4%		Editor	2	5.9%
	Director Global Creative Solutions	1	4.4%		Financial Manager	1	2.9%
	Director Inside Sales	1	4.4%		HR Generalist	1	2.9%
	Director Instructor Relations	1	4.4%		Learning Solutions Consultant	1	2.9%
	Director of Development	1	4.4%		Manager, Commercial Contracts	1	2.9%
	Director of Operations and QA	1	4.4%		PD Project Manager	1	2.9%
	Director, Client Engagement Commercial	1	4.4%		Production Solutions Specialist	2	5.9%
	Director, Global Mktg Sys and Analysis	1	4.4%		Program Manager Global Partners	1	2.9%
	Director, North America and India	1	4.4%		Project Architect/Sr. Systems Architect	1	2.9%
	Director, Public Programs Operations	1	4.4%		Proposal Manager	1	2.9%
	Executive Director, CM Programs	1	4.4%		Senior Curriculum Manager	2	5.9%

**All job titles in the company are combined to form groups of jobs with similar content, wage rates and opportunities.** Content refers to the duties and responsibilities of the job titles. Opportunities refer to training, pay, transfers, promotions, mobility and other career enhancement opportunities offered by the jobs within the job group. This report includes a list of all the job titles within each job group on day one of your AAP year, the number of employees holding the title, and the percentage each title represents in the overall job group.

# Job Group Analysis

## JOB GROUP ANALYSIS

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CHICAGO

As Of: January 1, 2021

Job Group	Job Title	Total	Female	Minority	Males							Females						
					White	Black	Hispanic	Asian	Amer Indian	Pacific Islander	2 or More	White	Black	Hispanic	Asian	Amer Indian	Pacific Islander	2 or More
1.1 A	Chief Information Officer	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	Executive VP Product Strategy a	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	General Counsel	1	1	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0
	Senior VP Global Delivery Servi	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	Sr VP Global Client Services	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0
	VP Marketing, Comms and Open En	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0
	VP Product Development	1	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0
	VP Talent Management and HR	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0
	VP, Government Markets	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals		9	5	2	4	0	0	0	0	0	0	3	1	0	1	0	0	0
Percentage			55.6%	22.2%														

**This report separately states the percentage of minorities and percentage of women the company employs in each job group.** The total number of employees in the job group, the number of women, and the number of minorities are shown.

# Availability Analysis

## AVAILABILITY ANALYSIS

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CHICAGO  
January 1, 2021

Job Group: 1.1A Factor		Total Availability							Factor Weight	Weighted Availability								
		Black	Hispanic	Asian	Amer Indian	Pacific Islander	2 or More	Total Minority		Total Female	Black	Hispanic	Asian	Amer Indian	Pacific Islander	2 or More	Total Minority	Total Female
1	Skilled Candidates hired from outside	8.99	4.61	6.60	0.13	0.03	0.76	21.12	27.27	90%	8.09	4.15	5.94	0.12	0.03	0.68	19.01	24.54
Census Source: Census for a reasonable recruiting area																		
Reason for Weight: Skilled candidates hired from outside the company																		
2	Drawn from internal job groups	11.43	5.71	12.86	0.00	0.00	0.00	30.00	65.71	10%	1.14	0.57	1.29	0.00	0.00	0.00	3.00	6.57
Census Source: Availability determined from internal data																		
Reason for Weight: Drawn from Internal Job Groups: 1.2A, 1.2B, 2A																		
Final Availability										100%	9.23	4.72	7.23	0.12	0.03	0.68	22.01	31.11

**Availability is an estimate of the number of qualified minorities and women available for employment in a given job group.** It is expressed as a percentage of all qualified persons available in that particular job group using the most current US Census information and the contractor's assignment of internal feeder groups. The availability determination provides a benchmark with which to compare the company's workforce to determine if there are barriers to equal employment opportunity in any job groups.



# Utilization Analysis Detail by Job Group by Female/Minority

## UTILIZATION ANALYSIS DETAIL BY JOB GROUP BY FEMALE/MINORITY - Whole Person Rule

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CHICAGO

January 1, 2021

		Employment												Availability								Underutilization												Under B		
Job Group	Total	B	H	A	AI	PI	2+	TM	F	B	H	A	AI	PI	2+	TM	F	B	H	A	AI	PI	2+	TM	F	B	H	A	AI	PI	2+	TM	F	TM	F	
		#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#
1.1A	9	1	11.1	0	0	1	11.1	0	0	0	0	0	0	0	0	2	22.2	5	55.6	9.2	4.7	7.2	0.1	0.0	0.7	22.0	31.1									
1.2A	23	1	4.4	1	4.4	3	13	0	0	0	0	0	0	0	0	5	21.7	11	47.8	17.0	6.5	6.8	0.1	0.0	0.8	31.2	50.4	Y					Y		2	
1.2B	13	1	7.7	0	0	3	23.1	0	0	0	0	0	0	0	0	4	30.8	10	76.9	17.3	6.0	7.0	0.1	0.2	0.7	31.3	49.6	Y								
2A	34	6	17.7	3	8.8	3	8.8	0	0	0	0	0	0	0	0	12	35.3	25	73.5	17.4	4.4	7.1	0.1	0.5	0.8	30.2	53.7									
3A	17	1	5.9	1	5.9	6	35.3	0	0	0	0	0	0	0	0	8	47.1	6	35.3	16.4	3.4	7.2	0	0.8	0.8	28.6	44.8	Y					Y			
4A	54	5	9.3	1	1.9	0	0	0	0	1	1.9	0	0	7	13	19	35.2	9.6	2.2	0.6	0.0	1.7	0.1	14.2	35.1											
5A	52	14	26.9	2	3.9	3	5.8	0	0	0	0	1	1.9	20	38.5	31	59.6	27.4	4.1	5.7	0.0	0.0	1.9	39.2	60.8											
Totals	292	28	14.4	8	4.0	18	9.4	0	0.0	1	0.5	1	0.5	68	28.7	187	53.0																			

**Utilization analysis** is the term commonly given to the **process of comparing incumbency to availability**. This analysis compares the percentages of women and minorities employed in each job group ([job group analysis](#)) to the percentages of women and minorities determined as available for that job group ([availability analysis](#)). The result is a comparison of your workforce with the labor pool from which you recruit. **Underutilization exists when the percentage of minorities or women employed in a particular job group is less than would reasonably be expected given their availability.**

The **Utilization Analysis Detail By Job Group** report includes a detailed “Employment” section which shows the count and percentages of women and minority employees incumbent in your workforce. The “Availability” section shows the percentages available as calculated in your availability analysis. The “Underutilization” section has "Y" to denote that underutilization does exist. Where underutilization exists you are required to set [placement goals](#).

# Utilization Analysis: Incumbency to Availability and Establishment of Placement Goals

## UTILIZATION ANALYSIS - Whole Person Rule

Comparing Incumbency to Availability and Establishing Placement Goals

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CHICAGO

January 1, 2021

Job Group	Female				Under By	Minority				Under By
	Incumbency %	Availability %	Establish Goal?	If Yes, Goal %		Incumbency %	Availability %	Establish Goal?	If Yes, Goal %	
1.1A	55.56	31.11	No			22.22	22.01	No		
1.2A	47.83	50.42	No			21.74	31.19	Yes	31.19%	2
1.2B	76.92	49.55	No			30.77	31.25	No		
2A	73.53	53.71	No			35.29	30.22	No		
3A	35.29	44.77	Yes	44.77%	1	47.06	28.60	No		
4A	35.19	35.06	No			12.96	14.21	No		
5A	59.62	60.78	No			38.46	39.20	No		

The Utilization Analysis: Incumbency to Availability report **displays the percentages of incumbency and availability** and an indication **if a goal needs to be established** in each job group.

# Workforce Analysis within Organizational Units

## WORKFORCE ANALYSIS WITHIN ORGANIZATIONAL UNITS

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January 1, 2021

AP Team		All Employees			Males								Females							
Job Title	Job Group	Total	M	F	W	B	H	A	AI	PI	2+	W	B	H	A	AI	PI	2+		
Team lead A/P	2 A	1	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0		
Accounts Payable	5 A	2	1	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0		
Grand Total		3	1	2	1	0	0	0	0	0	0	0	0	2	0	0	0	0		

**This report is a listing of every job title included in each organizational unit or departmental group** (as defined by the contractor) ranked according to rate of pay. For each job title the total number of incumbents, by gender and specific race/ethnicity is shown.

The Workforce Analysis will have a separate page for each organizational unit in your establishment.

# Diversity Profile

## DIVERSITY PROFILE

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01/01/2021

### POPULATION BY RACE AND SEX

Job Categories	Total	MALE								FEMALE							
		White	Black	Hispanic	Asian	Amer Indian	Pacific Islander	2 Or More		White	Black	Hispanic	Asian	Amer Indian	Pacific Islander	2 Or More	
1.1 Executives / Senior Level Officials and Managers	9	4	0	0	0	0	0	0		3	1	0	1	0	0	0	
1.2 First/Mid-Level Officials and Managers	36	11	1	1	2	0	0	0		16	1	0	4	0	0	0	
2 Professionals	34	8	1	0	0	0	0	0		14	5	3	3	0	0	0	
3 Technicians	17	5	1	1	4	0	0	0		4	0	0	2	0	0	0	
4 Sales Workers	54	30	4	0	0	0	1	0		17	1	1	0	0	0	0	
5 Administrative Support Workers	52	17	1	2	1	0	0	0		15	13	0	2	0	0	1	
Total:	202	75	8	4	7	0	1	0		69	21	4	12	0	0	1	
% of Population:		37.1%	4.0%	2.0%	3.5%	0.0%	0.5%	0.0%		34.2%	10.4%	2.0%	5.9%	0.0%	0.0%	0.5%	

The Diversity Profile shows a breakout by race and gender of all personnel included in your affirmative action plan. This report may be run on the first or last day of your AAP year. It is a one-page management tool that helps you easily see the diversity of your organization.

## DIVERSITY PROFILE

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01/01/2021

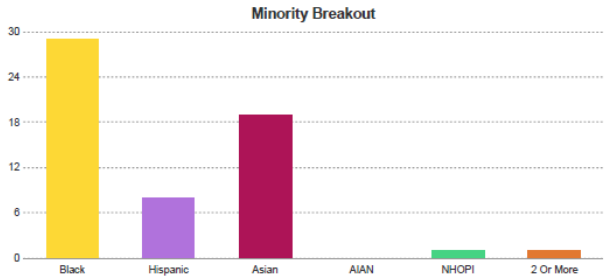
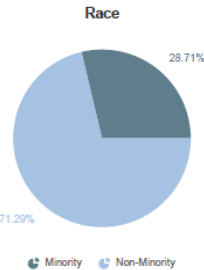
### POPULATION BY RACE WITH JOB PERCENTAGES

Job Categories	Total	Female		White		Black		Hispanic		Asian		American Indian		Pacific Islander		2 Or More		Minorities	
		#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
1.1 Executives / Senior Level Officials and Managers	9	5	55.6	7	77.8	1	11.1	0	0	1	11.1	0	0	0	0	0	0	2	22.2
1.2 First/Mid-Level Officials and Managers	36	21	58.3	27	75	2	5.6	1	2.8	6	16.7	0	0	0	0	0	0	9	25
2 Professionals	34	25	73.5	22	64.7	6	17.6	3	8.8	3	8.8	0	0	0	0	0	0	12	35.3
3 Technicians	17	6	35.3	9	52.9	1	5.9	1	5.9	6	35.3	0	0	0	0	0	0	8	47.1
4 Sales Workers	54	19	35.2	47	87	5	9.3	1	1.9	0	0	0	0	1	1.9	0	0	7	13
5 Administrative Support Workers	52	31	59.6	32	61.5	14	26.9	2	3.8	3	5.8	0	0	0	0	1	1.9	20	38.5
Total:	202	107	53.0%	144	71.3%	29	14.4%	8	4.0%	19	9.4%	0	0.0%	1	0.5%	1	0.5%	58	28.7%

# Diversity Profile Charts

## DIVERSITY SUMMARY CHARTS

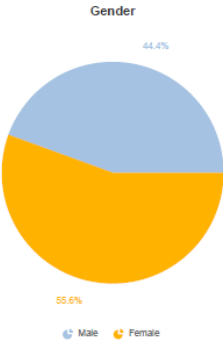
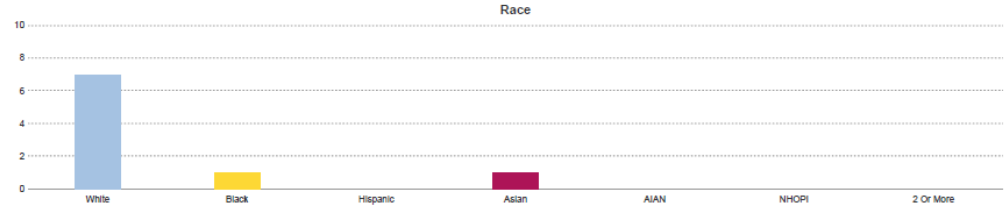
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## DIVERSITY PROFILE CHARTS

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### 1.1 Executives / Senior Level Officials and Managers



Diversity Profile Charts present a graphic representation of employees by gender and race.

# Rosters (Employee, Minority, Female, Veteran)

## REPORT OF ALL EMPLOYEES

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January 1, 2021

Name	Sex	Race Code	Current Position	Job Group	Current Location
Adam Sample	M	1	Engagement Manager	4 A	Chicago
Adam Sample	M	1	Engagement Coordinator	5 A	Chicago
Alicia Sample	F	1	Engagement Manager	4 A	Chicago
Alicia Sample	F	2	Instructor Scheduler	5 A	Chicago
Amber Sample	F	1	Manager, Production	1.2 B	Chicago

## FEMALE REPORT

Widget International Demo HM

CHICAGO

January 1, 2021

Name	Sex	Race Code	Current Position	Job Group	Current Location	Current Establishment
Alicia Sample	F	1	Engagement Manager	4 A	Chicago	Chicago
Alicia Sample	F	2	Instructor Scheduler	5 A	Chicago	Chicago
Amber Sample	F	1	Manager, Production	1.2 B	Chicago	Chicago
Anne Sample	F	1	Business Development	4 A	Chicago	Chicago
Anne Sample	F	1	Account	4 A	Chicago	Chicago
Ashley Sample	F	2	Conference Center	5 A	Chicago	Chicago
Aviah Sample	F	3	Account	4 A	Chicago	Chicago

This is a list of all employees included in your affirmative action plan during the plan year. Report may be run by all, minority, female and/or those who have identified as veterans.

## MINORITY REPORT

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January 1, 2021

Name	Sex	Race Code	Current Position	Job Group	Current Location	Current Establishment
Alicia Sample	F	2	Instructor Scheduler	5 A	Chicago	Chicago
Ashley Sample	F	2	Conference Center	5 A	Chicago	Chicago
Aviah Sample	F	3	Account	4 A	Chicago	Chicago
Belinda Sample	F	2	Team lead A/P	2 A	Chicago	Chicago
Bijal Sample	M	6	Business Development	4 A	Chicago	Chicago
Brandi Sample	F	2	Client Billing Specialist	5 A	Chicago	Chicago

## VETERAN REPORT

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January 1, 2021

Name	Sex	Race Code	Current Position	Job Group	Current Location	Current Establishment
De'onn Sample	F	2	Curriculum Solutions	2 A	Chicago	Chicago
Dennis Sample	M	1	Government Program	4 A	Chicago	Chicago
Glenda Sample	F	1	Senior Business	3 A	Chicago	Chicago
James Sample	M	1	Strategic Account	4 A	Chicago	Chicago
Sarah Sample	F	1	Director Global	1.2 A	Chicago	Chicago

# Narratives

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## I. AFFIRMATIVE ACTION PROGRAM FOR WOMEN AND MINORITIES

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Company

Chicago  
Establishment

99 Industrial Blvd  
Street Address

Chicago, IL 12345  
City and State

Inclusive Dates of the AAP: January 1, 2021 to December 31, 2021

Program Completed by: Susan Brown, HR Manager

Telephone Number: 555-555-5555



## II. AFFIRMATIVE ACTION PROGRAM FOR INDIVIDUALS WITH DISABILITIES

Widget International  
Company

Chicago  
Establishment

99 Industrial Blvd  
Street Address

Chicago, IL 12345  
City and State

Inclusive Dates of the AAP: January 1, 2021 to December 31, 2021

Program Completed by: Susan Brown, HR Manager

Telephone Number: 555-555-5555



## III. AFFIRMATIVE ACTION PROGRAM FOR VETERANS

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Company

Chicago  
Establishment

99 Industrial Blvd  
Street Address

Chicago, IL 12345  
City and State

Inclusive Dates of the AAP: January 1, 2021 to December 31, 2021

Program Completed by: Susan Brown, HR Manager

Telephone Number: 555-555-5555

Each Establishment will be provided a written Affirmative Action Program for Women & Minorities, Individuals with Disabilities and Veterans.

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## OFCCP News

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### Internet Applicant

An overview of applicant tracking for the Affirmative Action Program

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# End of Year Reports

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The EOY reports show us how we finished the year and answers 2 very important questions:

1. Did we meet any goals established in the First of the Year (FOY)?
2. Did we have any adverse impact in our hiring, terminations or promotions?



# Executive Overview

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## EXECUTIVE OVERVIEW

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CHICAGO

From 1/1/2020 to 12/31/2020

We have reviewed your company's personnel actions for this period. If a red "X" is indicated below, this is an area likely to be targeted by the OFCCP in the event of a Compliance Evaluation. Please review these reports and be prepared to answer any questions that might arise concerning them. Your written narrative should explain the reasons for perceived issues as well as your solutions for overcoming them in the future.



### Applicant Flow Logs

Be sure to add all applicants, including all hires, to your applicant flow log. Flow logs should indicate the Job Group for which the applicant applied. Be sure to include only persons who meet your company's definition of an applicant. An incomplete applicant flow log is one of the most commonly issued violations in OFCCP Compliance Evaluations.



### Report On Goals

Review your Report on Goals. Goals are set at the first of the plan year when the percentage of women or minorities in a Job Group is significantly less than the percentage available in the recruiting area or feeder pools. Notice where your goals were not met and write a narrative explanation. If your current outreach efforts have not produced the desired results, OFCCP will expect to see your plans for specific, targeted outreach efforts.

*Short term goals were not met for females in Job Group(s) 3A*



### Adverse Impact

The Adverse Impact Analyses (also known as Impact Ratio Analyses) include reports covering Hires, Terminations, Promotions, and Transfers. Each report is broken out by race and gender. Review all areas where adverse impact is indicated. If your establishment is selected for a Compliance Evaluation and your reports indicate adverse impact, the auditors will want to ensure that you are not discriminating in your employment practices. Recordkeeping is essential. Be sure that you have copies of all applications and pertinent records and are able to defend your decisions in these areas.

*There was adverse impact in new hires for minorities in Job Group(s) 3A,5A*

*There was adverse impact in promotions for males in Job Group(s) 4A*

The Executive Overview is a snapshot at the end of your AAP year. This report focuses on three areas:

1. **Applicant Flow Log:** Did we have an applicant flow log?
2. **Report on Goals:** Did we meet our established goals from the first of the year?
3. **Adverse Impact:** Did we have any adverse impact, and if so, in which job groups?

# Report on Goals

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Job Group	Total Movement	Minorities			Females		
		% Movement	Goal %	Goal Met	% Movement	Goal %	Goal Met
1.1 A	0	—	—	—	—	—	—
1.2 A	0	—	30.93	<1	—	50.42	<1
1.2 B	4	50.00	—	—	50.00	—	—
2 A	10	50.00	—	—	70.00	—	—
3 A	3	33.30	—	—	0.00	49.02	No
4 A	15	26.70	—	—	26.70	—	—
5 A	27	40.70	—	—	74.10	—	—

**The Report on Goals indicates whether or not you met placement goals that were established at the beginning of the plan year.**

It lists each job group in the establishment, the total number of people moving into each job group and the percentage of movement for minorities and women. If a placement goal had been set, that percentage is shown.

- “Yes” indicates the goal was met;
- “No” indicates that the goal was not met;
- “—” indicates there was no goal;
- “<1” means the goal (percentage of total movement) was less than one person.

# Diversity Profile

## DIVERSITY PROFILE

Widget International Demo HM  
CHICAGO  
12/31/2020

### POPULATION BY RACE AND SEX

Job Categories	Total	MALE								FEMALE							
		White	Black	Hispanic	Asian	Amer Indian	Pacific Islander	2 Or More		White	Black	Hispanic	Asian	Amer Indian	Pacific Islander	2 Or More	
1.1 Executives / Senior Level Officials and Managers	9	4	0	0	0	0	0	0		3	1	0	1	0	0	0	
1.2 First/Mid-Level Officials and Managers	36	11	1	1	2	0	0	0		16	1	0	4	0	0	0	
2 Professionals	34	8	1	0	0	0	0	0		14	5	3	3	0	0	0	
3 Technicians	17	5	1	1	4	0	0	0		4	0	0	2	0	0	0	
4 Sales Workers	54	30	4	0	0	0	1	0		17	1	1	0	0	0	0	
5 Administrative Support Workers	52	17	1	2	1	0	0	0		15	13	0	2	0	0	1	
<b>Total:</b>	<b>202</b>	<b>75</b>	<b>8</b>	<b>4</b>	<b>7</b>	<b>0</b>	<b>1</b>	<b>0</b>		<b>69</b>	<b>21</b>	<b>4</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>1</b>	
<b>% of Population:</b>		<b>37.1%</b>	<b>4.0%</b>	<b>2.0%</b>	<b>3.5%</b>	<b>0.0%</b>	<b>0.5%</b>	<b>0.0%</b>		<b>34.2%</b>	<b>10.4%</b>	<b>2.0%</b>	<b>5.9%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.5%</b>	

The Diversity Profile shows a breakout by race and gender of all personnel included in your affirmative action plan. This report may be run on the first or last day of your AAP year. It is a one-page management tool that helps you easily see the diversity of your organization.

## DIVERSITY PROFILE

Widget International Demo HM  
CHICAGO  
12/31/2020

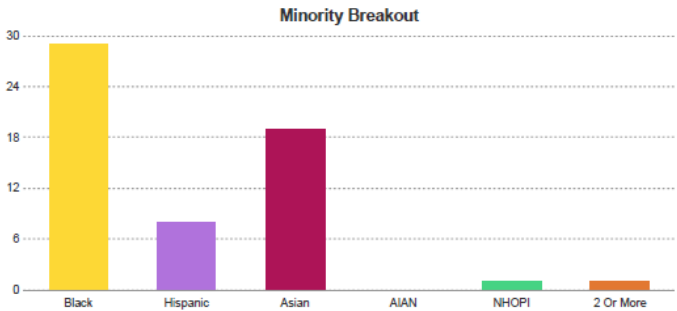
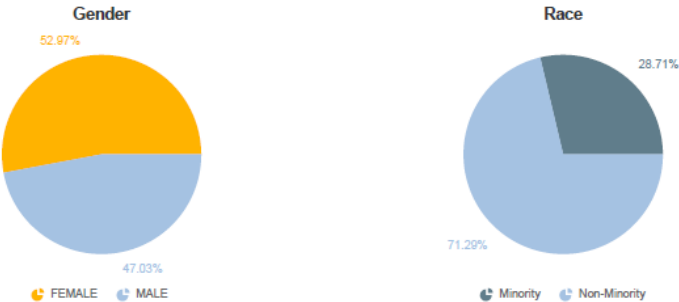
### POPULATION BY RACE WITH JOB PERCENTAGES

Job Categories	Total	Female		White		Black		Hispanic		Asian		American Indian		Pacific Islander		2 Or More		Minorities	
		#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
1.1 Executives / Senior Level Officials and Managers	9	5	55.6	7	77.8	1	11.1	0	0	1	11.1	0	0	0	0	0	0	2	22.2
1.2 First/Mid-Level Officials and Managers	36	21	58.3	27	75	2	5.6	1	2.8	6	16.7	0	0	0	0	0	0	9	25
2 Professionals	34	25	73.5	22	64.7	6	17.6	3	8.8	3	8.8	0	0	0	0	0	0	12	35.3
3 Technicians	17	6	35.3	9	52.9	1	5.9	1	5.9	6	35.3	0	0	0	0	0	0	8	47.1
4 Sales Workers	54	19	35.2	47	87	5	9.3	1	1.9	0	0	0	0	1	1.9	0	0	7	13
5 Administrative Support Workers	52	31	59.6	32	61.5	14	26.9	2	3.8	3	5.8	0	0	0	0	1	1.9	20	38.5
<b>Total:</b>	<b>202</b>	<b>107</b>	<b>53.0%</b>	<b>144</b>	<b>71.3%</b>	<b>29</b>	<b>14.4%</b>	<b>8</b>	<b>4.0%</b>	<b>19</b>	<b>9.4%</b>	<b>0</b>	<b>0.0%</b>	<b>1</b>	<b>0.5%</b>	<b>1</b>	<b>0.5%</b>	<b>58</b>	<b>28.7%</b>

# Diversity Profile Charts

## DIVERSITY SUMMARY CHARTS

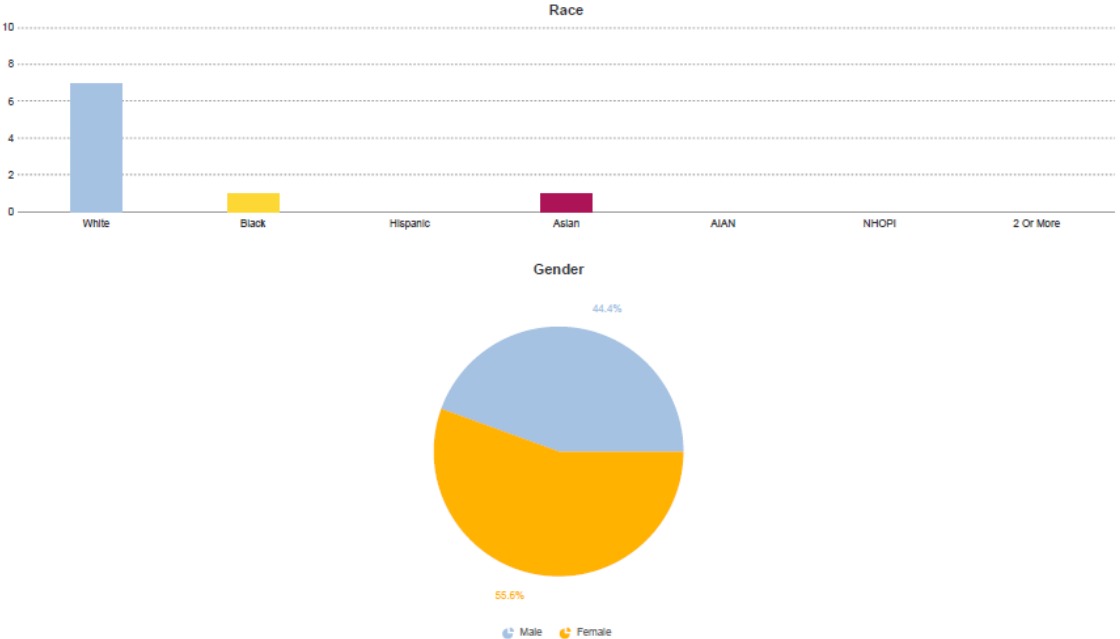
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12/31/2020



## DIVERSITY PROFILE CHARTS

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CHICAGO  
12/31/2020

### 1.1 Executives / Senior Level Officials and Managers



# Diversity Variance

## DIVERSITY VARIANCE

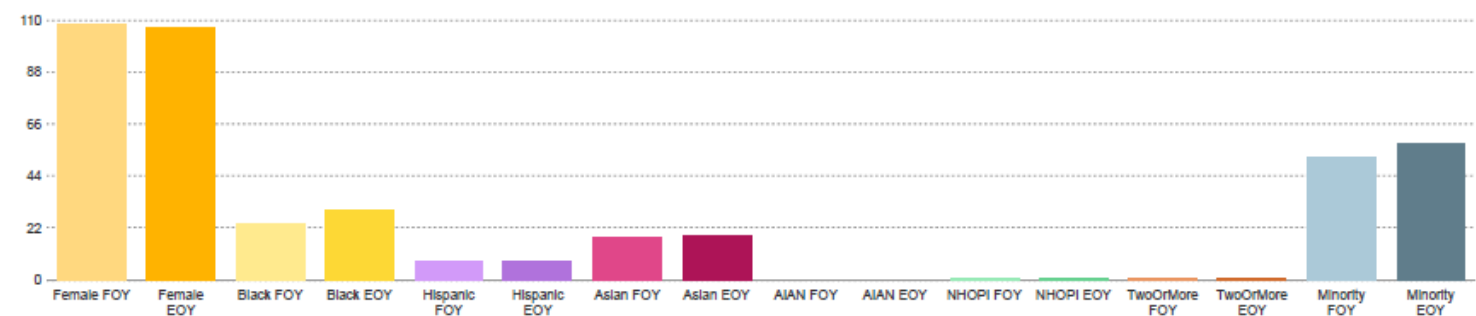
Widget International Demo HM

CHICAGO

From 01/01/2020 to 12/31/2020

Line Item	Total	Black		Hispanic		Asian		American Indian		Pacific Islander		2 Or More		Total Minority		Female	
		#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Population @ FOY	193	24	12.4	8	4.1	18	9.3	0	0	1	0.5	1	0.5	52	26.9	108	56
New Hires	59	12	20.3	5	8.5	4	6.8	0	0	0	0	2	3.4	23	39	33	55.9
Terminations	50	7	14	5	10	3	6	0	0	0	0	2	4	17	34	34	68
Transfer In	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfer Out	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Population @ EOY	202	29	14.4	8	4	19	9.4	0	0	1	0.5	1	0.5	58	28.7	107	53
Net Gain or Loss	9	5	55.6	0	0	1	11.1	0	0	0	0	0	0	6	66.7	-1	-11.1
Net Gain or Loss %	4.7		20.8		0		5.6		0		0		0	11.5		-0.9	
Change In % of Population	0		2		-0.1		0.1		0		0		0	1.8		-3	

Net Gain or Loss Comparison Graph



The Diversity Variance report is an end of the year report that compares the difference in your workforce profile from the first of the year to the end of the year. This report is a management tool that shows gains or losses in the diversity of your workforce.

# Adverse Impact Analysis (New Hires, Terminations, Promotions)

## ADVERSE IMPACT ANALYSIS

New Hires - Race  
Widget International Demo HM  
CHICAGO  
From 1/1/2020 to 12/31/2020

Job Group	White Applicants	White New Hires	Minority Applicants	Minority New Hires	Total Identified Applicants	Total New Hires	White Rate	Minority Rate	Overall Rate	Standard Deviation	Group Impacted	Number Affected	Unidentified Race
1.1A	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00			0
1.2A	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00			0
1.2B	68	2	39	2	107	4	2.94%	5.13%	3.74%	-0.57			1
2A	544	5	513	5	1057	10	0.92%	0.97%	0.95%	-0.08			111
3A	92	2	365	1	457	3	2.17%	0.27%	0.66%	2.01	Minorities	1.4	12
4A	194	11	189	4	383	15	5.67%	2.12%	3.92%	1.79			40
5A	1044	16	1912	11	2956	27	1.53%	0.58%	0.91%	2.63	Minorities	6.4	293

These reports are used by OFCCP to determine if **discrimination has occurred**. The percentage of hires, promotions, and terminations are compared by race and gender using the two standard deviation analysis. If adverse impact is indicated you should conduct an analysis to determine if your personnel practices result in discrimination. Many factors can contribute to an indication of adverse impact. Make a written report of your findings and any corrective actions that you undertake in the Problem Areas and Solutions part of your AAP. At a minimum you should be able to document and clearly articulate the reason for the indication of adverse impact.

## ADVERSE IMPACT ANALYSIS

Terminations - Race  
Widget International Demo HM  
CHICAGO  
From 1/1/2020 to 12/31/2020

Job Group	White Employees	White Terminations	Minority Employees	Minority Terminations	Total Employees	Total Terminations	White Rate	Minority Rate	Overall Rate	Standard Deviation	Group Impacted	Number Affected	Fishers Exact
1.1A	8	1	2	0	10	1	12.50%	0.00%	10.00%	-0.53			
1.2A	20	2	5	0	25	2	10.00%	0.00%	8.00%	-0.74			
1.2B	11	2	6	2	17	4	18.18%	33.33%	23.53%	0.70			
2A	29	7	16	4	45	11	24.14%	25.00%	24.44%	0.06			
3A	9	0	9	1	18	1	0.00%	11.11%	5.56%	1.03			
4A	55	8	10	3	65	11	14.55%	30.00%	16.92%	1.20			
5A	46	13	27	7	72	20	28.89%	25.93%	27.78%	-0.27			

## ADVERSE IMPACT ANALYSIS

Promotions - Race  
Widget International Demo HM  
CHICAGO  
From 1/1/2020 to 12/31/2020

Job Group	White Employees	White Promotions	Minority Employees	Minority Promotions	Total Employees	Total Promotions	White Rate	Minority Rate	Overall Rate	Standard Deviation	Group Impacted	Number Affected	Fishers Exact
1.1A	8	0	2	0	10	0	0.00%	0.00%	0.00%	0.00			
1.2A	20	1	5	1	25	2	5.00%	20.00%	8.00%	-1.11			
1.2B	11	2	6	2	17	4	18.18%	33.33%	23.53%	-0.70			
2A	29	7	16	1	45	8	24.14%	6.25%	17.78%	1.50			
3A	9	0	9	0	18	0	0.00%	0.00%	0.00%	0.00			
4A	55	7	10	1	65	8	12.73%	10.00%	12.31%	0.24			
5A	46	8	27	1	72	9	17.78%	3.70%	12.50%	1.75			

# Rosters (New Hires)

## ALL EMPLOYEES NEW HIRES

Widget International Demo HM

CHICAGO

From 1/1/2020 to 12/31/2020

Name	Sex	Race Code	Hire Date	Current Position	Job Group	Current Location	Current Establishment
Amanda Sample	F	1	1/11/2020	Account	4 A	Chicago	Chicago
Amber Sample	F	1	1/11/2020	Manager, Production	1.2 B	Chicago	Chicago
Ashley Sample	F	2	1/11/2020	Conference Center	5 A	Chicago	Chicago
Betty Lou Sample	F	1	1/11/2020	Curriculum Solutions	2 A	Chicago	Chicago
Brett Sample	M	1	1/11/2020	Front Desk Service	5 A	Chicago	Chicago
Brian Sample	M	2	1/11/2020	Account	4 A	Chicago	Chicago
Brianna Sample	F	1	1/11/2020	Front Desk Service	5 A	Chicago	Chicago
Bryan Sample	M	2	1/11/2020	Senior Financial	1.2 B	Chicago	Chicago
Christopher Sample	M	1	1/11/2020	Sr. Engagement	4 A	Chicago	Chicago
Christopher Sample	M	1	1/11/2020	Marketing Intern	5 A	Chicago	Chicago
Cierra Sample	F	2	1/11/2020	Conference Center	5 A	Chicago	Chicago
Clayton Sample	M	7	1/11/2020	Account	4 A	Chicago	Chicago
Daniel Sample	M	1	1/11/2020	Business Development	4 A	Chicago	Chicago

**This report may be run for all employees, minority, female, and/or veteran employees who have been hired during the plan year.**



# Rosters (Terminations)

## ALL EMPLOYEES TERMINATION REPORT

Widget International Demo HM

CHICAGO

From 1/1/2020 to 12/31/2020

Name	Sex	Race Code	Term Date	Current Position	Job Group	Current Location	Current Establishment
Allison Sample	F	1	12/29/2020	Associate Program Manager	2 A	Chicago	Chicago
Amanda Sample	F	1	12/29/2020	Account Representative	4 A	Chicago	Chicago
Andrew Sample	M	1	12/29/2020	Global Product Solutions	1.2 B	Chicago	Chicago
Anne Sample	F	1	12/29/2020	Copywriter	2 A	Chicago	Chicago
Annette Sample	F	1	12/29/2020	Account Representative	4 A	Chicago	Chicago
Bryan Sample	M	2	12/29/2020	Senior Financial Manager	1.2 B	Chicago	Chicago
Chad Sample	M	1	12/29/2020	Account Representative	4 A	Chicago	Chicago
Christopher Sample	M	1	12/29/2020	Marketing Intern	5 A	Chicago	Chicago
Clayton Sample	M	7	12/29/2020	Account Representative	4 A	Chicago	Chicago
Ekaterina Sample	F	1	12/29/2020	Curriculum Solutions	2 A	Chicago	Chicago
Erica Sample	F	1	12/29/2020	Marketing and Data Analyst	2 A	Chicago	Chicago
Fatemah Sample	F	1	12/29/2020	Sales Coordinator	5 A	Chicago	Chicago
Foster Sample	M	1	12/29/2020	Director Curriculum	1.2 A	Chicago	Chicago
Gabriela Sample	F	3	12/29/2020	Engagement Intern	5 A	Chicago	Chicago
Glenda Sample	F	2	12/29/2020	Customer Care Manager	5 A	Chicago	Chicago
Jeffrey Sample	M	1	12/29/2020	Marketing Manager, Open	1.2 B	Chicago	Chicago

This report may be run for all employees, minority, female, and/or veteran employees who have been terminated during the plan year.

# Rosters (Promotions)

## ALL EMPLOYEES PROMOTION REPORT

Widget International Demo HM

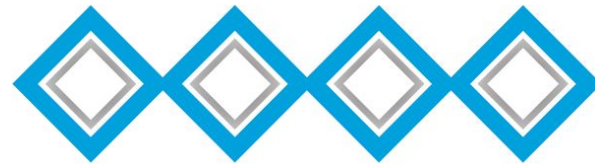
CHICAGO

From 1/1/2020 to 12/31/2020

Name	Sex	Race Code	Promo Date	Current Position	Job Group	Previous Position	Previous Job Group
Adam Sample	M	1	9/24/2020	Engagement	5 A		
Colby Sample	M	1	9/24/2020	Business Development	4 A		
Colleen Sample	F	1	9/24/2020	Team Lead, e-Training	2 A		
David Sample	M	1	9/24/2020	Manager, Curriculum	1.2 A		
Elizabeth Sample	F	1	9/24/2020	Customer Relations	1.2 B		
Gindy Sample	F	1	9/24/2020	Government Account	4 A		
Gregory Sample	M	1	9/24/2020	Client Billing Manager	2 A		
James Sample	M	1	9/24/2020	Engagement	5 A		
Jennifer Sample	F	1	9/24/2020	Sr. Engagement	4 A		
Karolina Sample	F	1	9/24/2020	Sales Coordinator	5 A		
Kathryn Sample	F	1	9/24/2020	HR Specialist	5 A		
Katie Sample	F	1	9/24/2020	Business Development	4 A		
Lisa Sample	F	1	9/24/2020	Manager, Commercial	2 A		
Marina Sample	F	3	9/24/2020	Senior Accounting	1.2 B		
Martin Sample	M	2	9/24/2020	Sales Director, DOD	1.2 B		
Mary Sample	F	1	9/24/2020	Manager Sales	1.2 B		
Melissa Sample	F	1	9/24/2020	Sales Coordinator	5 A		

This report may be run for all employees, minority, female, and/or veteran employees who have been promoted during the plan year.

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