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 **Departmen**t or the **Working Title** of the posting you would like to open (shown below).

Postings / Faculty

Faculty Postings

Saved Searches ∨   [   ]   Search

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 Professor of Geography (Faculty)

Current Status:

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.

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 y point, 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**.

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).

(Actions)

Actions
View Report
Download to Excel
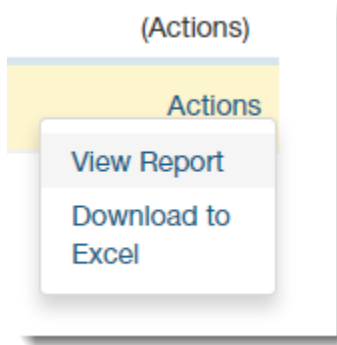
Below is an example of the top section of the report.

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:

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.

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

To edit the posting, click on the Edit link next to the Section Name in the Summary Section. This will take you di point, you will need to review this section 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

Step 14: Enter the **Labor Market Data** into the **Comparison Template** and save the file.

Template for Comparing Departmental EEO Report to the Labor Market Data

Department:	Geography
Title:	Assistant Professor
Position Number:	6906

In 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 Staff Applicant Tracking User Guides (http://hr.uncc.edu/ninertalent/user-guides). Column "D" (Applicant Pool Percentage) is set up to automatically compute the percentages for your Applicant Pool. In column "E" (Labor Market Data Percentages) enter in the Labor Market Availability Data from the Summary Tab in NinerTalent. Refer to the User Guides for directions on how to access this information. The cells colored in blue are locked. You will not enter information in those cells. If you need assistance, contact the Equity Specialist at 7-0661.

	Number of Applicants	Applicant Pool Percentage	Labor Market Data Percentages
Total Number 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.