

March 3, 2010



JOINT MEMORANDUM

TO: DIRECTORS OF EQUAL EMPLOYMENT OPPORTUNITY:

CHIEF HUMAN CAPITAL OFFICERS

FROM: Stuart J. Ishimaru, John Berry,

Acting Chairman, Director,

Equal Employment Opportunity Commission Office of Personnel Management

SUBJECT: Applicant Flow Data

The Federal government must attract, develop and retain a world class, high quality workforce that can deliver results for the American people and ensure the continued growth and prosperity of the nation. Federal agencies must make full use of our nation's talent by promoting workplaces that provide a fair and level playing field and the opportunity for employees to achieve their fullest potential.

One important tool in examining the fairness and inclusiveness of the Federal government's recruitment efforts is applicant flow data. By reviewing the yield of an agency's recruitment effort, the organization can reassess and improve its effort to reach all segments of our population. EEOC's Management Directive 715 provides that federal agencies shall eliminate barriers to equal employment opportunity and directs agencies to prepare self assessments to monitor progress and identify barriers that may operate to exclude certain groups. The Office of Personnel Management strongly supports conducting organizational self-analyses, along with the removal of any discriminatory barriers found through these analyses.

OPM also strongly supports the collection of demographic data, including applicant flow data, because such collection is an integral part of the barrier identification process described in MD 715. A form for collecting applicant data has been approved by the Office of Management and Budget (OMB) and is attached for your consideration in the event your organization does not currently have an OMB approved form.

In addition to taking this opportunity to jointly remind agencies of the importance of collecting applicant flow data, OPM and EEOC are also reminding agencies that they must properly handle and use any demographic data that they collect, including applicant data. As a general matter, for example, it is advisable for agencies to keep demographic information separate from an application as an applicant proceeds through the hiring process. Further guidance on these and other issues is contained in MD-715.

Form - DEMOGRAPHIC INFORMATION ON APPLICANTS

Vacancy Announcement No.:		
Positio	n Title and Grade:	
Name ((Last, First, Middle Initial):	
Your P	rivacy Is Protected	
populat treated applica No info availabl better se	tion, consistent with Federal equal emin a highly confidential manner. You tions, to the selecting official, to anyour mation taken from this form is ever perform any other source. We can only gravice.	ployment opportunity laws. Your voluntary responses are ur responses are not released to the panel rating the ne else who can affect your application, or to the public. blaced in your Personnel file. This is vital information not get it directly from you. Thank you for helping us to provide
	did you learn about this position? (C	·
_	ency Internet Site recruitment	☐ Agency or other Federal government on campus.
	vate Employment Web Site.	☐Religious organization.
☐Other Internet Site.		School or college counselor or other official.
□Poster.		☐ Job Fair - give location:
□Newspaper.		☐ Friend or relative working for this agency.
☐Magazine.		☐ State Vocational Rehabilitation Agency.
□TV/Radio.		☐ Professional organization or publication.
	ident association.	Other.
	vate Employment Office.	
	te Employment Office.	
	deral, state, or local Job Information Co	
∐Ag	ency Human Resources Department (b	ulletin board or other announcement).
2. Sex ((Check One):	
1.	□ Male	
2.	☐ Female	
3. Ethn	nicity (Check One):	
1.	☐ Hispanic or Latinoa person of Oother Spanish culture or origin, re☐ Not Hispanic or Latino	Cuban, Mexican, Puerto Rican, South or Central American, or gardless of race.
2.	inot mispanic of Latino	

4. Race (Check all that apply):

1.	☐ American Indian or Alaska Nativea person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
2.	Asiana person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
3.	☐ Black or African Americana person having origins in any of the black racial groups of Africa.
4.	☐ Native Hawaiian or Other Pacific Islandera person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.
5.	☐ Whitea person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Privacy Act and Paperwork Reduction Act Statement

Privacy Act Information: This information is provided pursuant to Public Law 93-579 ("Privacy Act of 1974"), for individuals completing Federal records and forms that solicit personal information. The authority is Title 5 of the U.S. Code, sections 1302, 3301, 3304, and 7201. **Purpose and Routine Uses:** No individual data is ever provided to selecting officials. This form will only be seen by HR Personnel and Equal Employment Opportunity officials. Data summarizing all applicants for a position will be used to determine if we are effectively recruiting from all segments of the population, in conformance with the requirements of Federal equal employment opportunity laws. Only summary data is reported, and only in a format which can not be broken out by individual applicants. **Effects of Nondisclosure:** Providing this information is voluntary. No individual personnel selections are made based on this information.

Paperwork Reduction Act Statement: The Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et. seq.) requires us to inform you that this information is being collected for planning and assessing affirmative employment program initiatives. Response to this request is voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB Control Number. The estimated burden of completing this form is three (3) minutes, including the time for reviewing instructions. Direct comments regarding the burden estimate or any other aspect of this form to the Equal Employment Opportunity Commission, Affirmative Employment Division, Federal Sector Programs, 131 M St., NE, Washington, DC 20507 and to the Office of Management and Budget, Office of Information and Regulatory Affairs, Washington, DC 20503.