

SMITH ANDERSON

DATA COMPILATION CHECKLIST FOR UPDATING AAP

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1. **Roster of all employees as of date beginning new AAP year (_____)**

Compiled in table with (and sortable by) following information:

- Job group
- Job title
- EEO-1 category
- Name
- Race
- Sex
- Date of hire
- Annual base salary (or base hourly rate) as of date listed above (_____) (if commissions/bonuses are part of comp, include information about commission/bonus plan)
- Location of employment

2. **Organizational Profile (if used in lieu of Workforce Analysis) updated to reflect organization as of dated listed above (_____)**

3. **New Hire Report**
(for all external hires during last AAP year (_____ – _____))

Listed with the following information:

- Job group

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- Job title
- EEO-1 category
- Date of hire
- Name
- Race
- Sex
- Whether position was posted with ESC

4. **Promotion Report**
(for all employees promoted during last AAP year (_____ – _____))

Listed with the following information:

- Old job (job title, job group, EEO-1 category)
- New job (job title, job group, EEO-1 category)
- Date of promotion
- Name
- Race
- Sex

5. **Applicant/Candidate Report**
(for all positions filled by external hire or internal transfer/promotion during last AAP year (_____ – _____) as identified in New Hire Report and Promotion Report)

Listed with the following information:

- Job group
- Job title
- EEO-1 category

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- Date filled
- Name, sex, race of each candidate selected (given offer)
- Name, sex, race of each candidate not selected and reason not selected

6. **Termination Report**
(for all employees terminated during last AAP year (_____ – _____))

Listed with the following information:

- Job group
- Job title
- EEO-1 category
- Name
- Sex
- Race
- Date of termination
- Reason for termination