

## New EEO Data Format

Job Categories	Number of Employees (Report employees in only one category)														
	Race/Ethnicity														
	Hispanic or Latino		Not-Hispanic or Latino												Total Col A - N
	Male	Female	Male						Female						
			White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races	
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
Executive/Senior Level Officials and Managers 1.1															
First/Mid Level Officials and Managers 1.2															
Professionals 2															
Technicians 3															
Sales Workers 4															
Administrative Support Workers 5															
Craft Workers 6															
Operatives 7															
Laborers and Helpers 8															
Service Workers 9															
Total 10															
Previous Year Total 11															

## Invitation to Self-Identify

We are obliged to report demographic information about our employees and job applicants to the U.S. Department of Labor (DOL) and/or the Equal Employment Opportunity Commission (EEOC). The government suggests we invite individuals such as yourself to provide information to us directly. We agree that this approach produces more accurate information.

As an employer of 100 or more people, and/or an affirmative action employer with federal contracts exceeding \$50,000 and 50 or more workers, we are required to create and maintain this information on all employees. We are also required to request the information from job applicants. Job applicants are not required to respond. Yet, we ask you to do so because we wish our statistical analysis to be as accurate as possible. Missing or inaccurate information can produce results that aren't accurate.

Please place a check in the appropriate boxes below.

Check One:

- Female
- Male

Check One:

- Hispanic or Latino
- Not Hispanic or Latino

Check One:

- (Only if Not Hispanic or Latino)
- American Indian/Alaska Native
  - Asian
  - Black/African American
  - Native Hawaiian/Pacific Islander
  - White
  - Two or More Races

### Definitions:

**Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

**American Indian or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

**Asian (Not Hispanic or Latino)** - A 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, and Vietnam.

**Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Two or More Races (Not Hispanic or Latino)** - Persons who identify with two or more race/ethnic categories named above.

***(PLEASE NOTE: If you are given a job offer, you will be invited to identify at that time any disability for which you need an accommodation, or your status as a U.S. military veteran.)***