



## Understanding Your Executive Summary

### Executive Summary

The Executive Summary is not a required report, and should be shared only with individuals responsible for upholding affirmative action policies. The report is a summary of each job group's findings in terms of placement goals and disparity in employment practices. The Summary comprises a Current Program Year Analysis, an Executive Summary/Management Presentation, and an Executive Summary Graph.

#### CURRENT PROGRAM YEAR ANALYSIS

The total company wide employees, females, and minorities are shown in a summary just below the Current Program Year Analysis' header. Below that is a paragraph devoted to each job group. The total employees, females, and minorities are given, as are the results of the comparison of utilization against availability. After the status of placement goals follows a description of how the availability was determined. Each paragraph ends with the results of each of the Disparity Analyses for Applicants & Hires, Promotions, and Terminations.

#### CURRENT PROGRAM YEAR ANALYSIS

Sample Company - Denver has a total of 232 employees with 78 females and 131 minorities included in this plan.

**1.1 : Executive/Senior Level Officials and Managers** - This group consists of 0 employees, 0 females and 0 minorities. There are no placement goals for females or minorities at this time. There was no hire activity. There was no promotion activity. There was no termination activity.

**1.2 : First/Mid Level Officials and Managers** - This group consists of 15 employees, 1 female and 2 minorities. There are placement goals of 36.4% for females but there are no placement goals for minorities. As shown on the Availability Analysis, 75% are hired from 2006-2010 American Community Survey (1W-Worksite) --> [ZIP Code 80203] : and Denver-Aurora-Broomfield, CO Metro Area (100%), 20% are filled through internal promotion from all jobs within job groups 1.2, 2 and 7B, and 20% are filled through . There is no statistically significant disparity indicated by the gender hire rate. There is no statistically significant disparity indicated by the race hire rate. There was no promotion activity. There is no statistically significant disparity indicated by the gender termination rate. There is no statistically significant disparity indicated by the race termination rate.

**2 : Professionals** - This group consists of 3 employees, 2 females and 0 minorities. There are no placement goals for females or minorities at this time. As shown on the Availability Analysis, 50% are hired from 2006-2010 American Community Survey (1W-Worksite) --> [ZIP Code 80203] : and Denver-Aurora-Broomfield, CO Metro Area (100%) 10% are filled through training institutions, and 40% are filled through internal promotion from all



**EXECUTIVE SUMMARY PRESENTATION & GRAPHS**

The Executive Summary/Management Presentation is intended to assist you when presenting the results of your affirmative action plan (AAP) to management. By regulation, one of your duties includes advising top management of program effectiveness and submitting recommendations to improve unsatisfactory performance. The Executive Summary/Management Presentation summarizes the results from several key reports, including Annual Goals, Goals Progress and Disparity Analysis.

The Executive Summary/Management Presentation summarizes the most important information for every Job Group in your AAP. It lists the Job Group Code and Name, followed by the number of employees in parenthesis. Rows for gender and race are displayed below the Job Group Name. Columns from left to right are described below:

1. The total number persons in each of these categories are shown under the "Current" column.
2. "Current Goal?" displays the percentage goal set in the Annual Goals Report for females and minorities and in parenthesis, the number of additional persons needed at this time to eliminate that goal. Keep in mind that percentage goals are targets for placements. For example, if you show a Current Goal of 35% for Females, this means that over the next year, your goal is to have 35% of all placements into this group be female.
3. "Previous Goal?" displays the percentage goal set in the Goals Progress Report for females and minorities. These are the placement goals that were set in last years AAP. This column lets you easily compare current goals to last year.
4. "Placement Rate" shows what percent of persons who applied were hired or promoted into the group and the number of persons hired or promoted in parenthesis.

<b>Executive Summary/Management Presentation</b>										
<b>TB : Operatives II (58 Employees)</b>										
	<b>Current</b>	<b>Current Goal</b>	<b>Previous Goal</b>	<b>Placement Rate</b>	<b>App/Hire Rate</b>	<b>Statistically Significant?</b>	<b>Promotion From Rate</b>	<b>Statistically Significant?</b>	<b>Term. Rate</b>	<b>Statistically Significant?</b>
<b>Males</b>	28			50% (1)	0% (0)	No	3.6% (1)	No	28.6% (8)	Yes
<b>Females</b>	30	0% (1)	0%	50% (1)	11.1% (1)		6.7% (2)		0% (0)	
<b>Minorities</b>	38	0% (0)	25%							
<b>White</b>	20			0% (0)	0% (0)		9.5% (2)		9.5% (2)	No
<b>Black</b>	25	0% (0)	20%	50% (1)	33.3% (1)	N/A	4.2% (1)	No	20.8% (5)	No
<b>Hispanic</b>	12	0% (0)	1%	50% (1)	0% (0)	N/A	0% (0)	No	0% (0)	
<b>Asian</b>	1	0% (0)	0%	0% (0)	0% (0)	N/A	0% (0)	N/A	100% (1)	N/A
<b>American Indian</b>	0	0% (0)	0%	0% (0)	0% (0)	N/A	0% (0)	N/A	0% (0)	N/A
<b>Hawaiian/Pac. Islander</b>	0	0% (0)	5%	0% (0)	0% (0)	N/A	0% (0)	N/A	0% (0)	N/A
<b>Two or More</b>	0	0% (0)	0%	0% (0)	0% (0)		0% (0)		0% (0)	

5. "App/Hire Rate" shows what percent of persons who applied were hired and the number of persons hired in parenthesis.
6. The "Statistically Significant?" column alerts you to groups that are failing in the Disparity Analysis - Applicants and Hires report. To fail means that the unfavored group was hired at a significantly lesser rate than the favored group.
7. "Promotion From Rate" displays the percent of persons promoted out of this group and the number of persons in parenthesis, broken down by race and gender.
8. The "Statistically Significant?" column alerts you to groups that are failing in the Disparity Analysis - Promotions From/Within report. To fail means that the unfavored group was promoted at a significantly lesser rate than the favored group.
9. "Term Rate" refers to the Disparity Analysis - Terminations report. It displays the percent of persons terminated from this group and the number of persons in parenthesis, broken down by race and gender.
10. The "Statistically Significant?" column alerts you to groups that are failing in the Disparity Analysis - Terminations report. To fail means that the unfavored group was terminated at a significantly greater rate than the favored group.

