

Explaining AAP Goals to Managers (Sample)

As part of the *Affirmative Action Plan for Minorities and Women*, we examine our current workforce to determine whether minorities or women are employed at a rate less than reasonably expected given their availability in the recruiting areas for different jobs. If the number of minority or female incumbents is less than reasonably expected, we set goals for hiring and promotions (and other placements) during the year. That analysis has now been completed and this year's placement goals are noted in the table below. If you have hiring or promotional opportunities in any of the three noted job groups with goals, please participate in our affirmative action recruiting and outreach activities to help build a larger and more diverse pool of candidates.

#	Job Group Name	Female Placement Rates	Minority Placement Rates
100	Executives		
101	Managers		
200	Professional Staff		16%
400	Sales Staff	46%	
500	Administrative Staff		39%

Understanding Affirmative Action Placement Goals

- An example in interpreting the table above is in the 200-Professional Staff job group the goal is to have 16% of placement opportunities go to minorities. (The 16% comes from the estimate of minority availability for this job group.) The company has no placement goal for females in this job group because the difference between incumbency and availability rates passes the applicable statistical test.
- A placement opportunity is a hire, promotion, transfer, or demotion into a job group during the year of the plan.
- Availability estimates are based on census codes assigned to each job title and the geographical recruiting areas assigned to each job group.
- The OFCCP does not endorse the use of a specific statistical test. Yet the agency has raised concerns about the validity of statistical tests like the Standard Deviation Rules when used for small job groups. For this reason, separate tests were used for large and small job groups as follows:

Job Group Size:

< 30 incumbents
>=30 incumbents

Rule(s) Applied:

Exact Binomial Rule
Two Standard Deviation Rule

- Placement rate goals are not rigid or inflexible quotas, nor are they considered a ceiling or a floor for the employment of particular groups. They are only targets against which the company will operate during the year of the plan or until participation rates at least equal availability estimates - whichever comes first.