

BALANCE^{aa} Affirmative Action Plan Checklist

1. Review HR Data Set (outside software)
2. Create Plan
3. Data
 - A. Import Data
 - B. Correct Errors
 - C. Review File Consistency
 - D. Review and Edit Reference Tables
 - E. Review and Edit Data Tables
4. Review Job Group Analysis
5. Set Reporting Structure
6. Availability
 - A. Set External Availability
 - B. Set Internal Availability
 - C. Set Factor Weights
7. Select History Source
8. Individuals with Disabilities (IWD) and Veterans
 - A. Hiring Overview
 - B. IWD Analysis
 - C. Protected Veterans Analysis
9. Reports
 - A. Narratives
 - B. Select Reports