

Availability Analysis Using Online Data

Instructions

1. Go to IDHR [website](#). From the menu tabs on the Home page, select the Legal tab, from the navigation menu on the right side, select State Agency Liaison Unit.
2. Under Affirmative Action Plan Information, select the availability analysis. The file will have the availability data for all 10 regions. Download the file to your computer. Each region will have three tabs; one for the availability percent worksheet, workforce analysis, and utilization analysis. You will also need your workforce analysis forms as of June 30th (from your fourth quarter EEO/AA report).
3. Determine which job categories, i.e., Officials/Administrators, Professionals, etc., within each region for which there are **10** or more employees. Go to the regions in question and use the F5 key ('go to' command) and go to the cell for the job categories with **10** or more employees (the 'Print Ranges for Excel' page provides information on where each job category is located within the region).

Complete the availability percent worksheets for each of the affirmative action groups, i.e., Women, Black or African American, Hispanic or Latino, Asian, American Indian or Alaskan Native, and Native Hawaiian or Other Pacific Islander in each job category with **10** or more employees per region. Once you've entered data in Columns A, B, and D on each form for the factors you are required to complete, remaining calculations will be performed automatically. Remember to save your work.

4. Select the Workforce Analysis by Region. Enter the information on your staff in the appropriate cells. Calculations will be performed automatically. Remember to save your work.
5. Once you've completed the availability percent worksheets for a job category or categories in a region, as well as the 'Workforce Analysis' forms, the 'Utilization Analysis form(s)' will calculate automatically.
6. The 'Underutilization Summary by Region' form is the last tab. Enter the agency name and fiscal year. The underutilization from the utilization analysis form(s) will automatically carry over to that form. Remember to save your work. The underutilization reported on this form reflects your numerical goals for the year. Numerical Goals are required when underutilization has been identified and the labor force availability is equal to or greater than 2% for a specific affirmative action group in that region.

7. Print out (using instructions on the 'Printing for Excel' page) the Availability Percent Worksheets for each region and job category (in which there are **10** or more employees) for your agency, the 'Workforce Analysis by Region' for each region your agency is in, the 'Utilization Analysis' forms for each region you have to calculate for, and the 'Underutilization Summary by Region' form. Submit these forms with your affirmative action plan.

8. Under "Other EEO/AA Report Forms" Select the 'Disability Forms' on the Liaison page. Select the 'Labor Force Analysis for People with Disabilities' form on the 'Disability Forms' page and download this form. Enter the agency name and fiscal year, the total employees in the agency and the number of employees with disabilities in the agency. The labor force number and underutilization line will calculate automatically once you select those lines. The underutilization is your disability numerical goal for the year. Save your work. Print out this form and submit with your affirmative action plan. If there is underutilization, you must prepare a numerical goal for persons with disabilities.