Data Tracking Worksheets (HDOT Internal Tracking Worksheet Examples)

QUARTERLY MINORITY GOALS PROGRAM PROMOTIONS

as of _____(Year to Date)

Total Projected	Total Projected Minority		Pr	ojected	d Mino	rity Pr	omotic	ons		Total Promotion	Total Minority			Total I	Vinroty	/ Prom	otions	
Promotions	Promotions	В	AS	AI	HS	HW	C/K	РН	JP	Awarded	Promotion	В	AS	Al	HS	HW	C/K	PH
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Legend:

HW - Hawaiian and Part Hawaiian

C/K - Chinese and Korean

PH - Filipino

JP - Japanese

Job Group/Job Group No. _____

Date of Demotion	Name	Race	Sex	Previous Department	Position Demoted From	Position Demoted To	New Department
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TERMINATIONS and LAYOFFS

Date of Termination	Name	Race	Sex	Position	Department/Unit/ Division	Rate of Pay	Reason for Termination/Layoff	Employee Terminated during Probationary Period? Yes/No
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LAYOFFS/RECALLS/REHIRES Job Group/Job Group No. _____ Position & Date of **Position and Department** Recall/Rehire Acceptance Date of Name Sex Race Department to which Layoff from which Laid Off Offer or Rejection Recall/Rehire Recalled/Rehired

TRAINING

Including Training Seminars, Technical Training, Temporary Assignments, and Tuition Reimbursement.

Acceptance or Rejection	Date of Training	Name	Race	Sex	Type of Training or Name of Training Program	Date of Completion or Disposition if Not Completed
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TRANSFERS

Date of Offers	Acceptance or Rejection	Date of Transfer	Type of Transfer (In-Out)	Name	Race	Sex	Previous Dept.	New Position	New Dept/Unit/Agenc y	New Rate of Pay
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PROMOTIONS

Job Classification/Position Offered	Acceptance or Rejection	Date of Promotion	Name	Race	Sex	Previous Department	Previous Job Classification	New Rate of Pay
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ANALYSIS OF REJECTED APPLICANTS: Minority () Female ()

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APPLICANTS WHO WERE NOT INTERVIEWED

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ANALYSIS: JOBS OFFERED

Hired Individual (s): Minority (

Males (

Females (

Date: _____

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Name	National Origin	Race	Sex	Job Position	Rate	Years Education	Years Experience	Referral Source	Hired	Accepted	Position Number	Date Hired	Division	Age
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st "Focus" Jobs Posted			Арр	licants				Job /	Awarde	d To		Employ Award	/ee ed	Employees Refused					Commmet
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Hawaii Federal-Aid Division

November 4, 2011

300 Ala Moana Blvd, Rm 3-306 Box 50206

Honolulu, Hawaii 96850 Phone: (808) 541-2700

Phone: (808) 541-2700 Fax: (808) 541-2704

In Reply Refer To: HDA-HI

Glenn Okimoto
Director of Transportation
Hawaii Department of Transportation
869 Punchbowl Street
Honolulu, HI 96813

Subject: EEO Affirmative Action Plan

Dear Mr. Okimoto:

The FHWA has completed its review of Hawaii Department of Transportation's (HDOT's) proposed 2011-2016 Affirmative Action Plan (AAP) that was submitted by the HDOT to the FHWA in October 2011. We are approving the 2011-2016 AAP and are satisfied that it satisfies all administrative requirements.

Section 230 of Title 23, Code of Federal Regulations, requires the HDOT to submit an AAP to the FHWA that is designed to remove any barriers to equal employment. HDOT's proposed 2011-2016 AAP includes goals and commitments that will guide HDOT over the next five years towards a more diverse and harmonious workplace.

FHWA is excited to work with HDOT on this important endeavor and looks forward to seeing the implementation of the AAP and the positive changes that it will bring to the HDOT. The FHWA has always seen affirmative action as an integral part of its organization and believes that such programs can ensure equality for all employees and applicants.

Sincerely,

Paul Harker

Assistant Division Administrator Federal Highways Administration

I ouck Harry







Prepared by Clifton N. Harty, EEO/AA Specialist Edited by Rey Domingo, Civil Rights Manager Hawaii Department of Transportation Office of Civil Rights