

# **Data Tracking Worksheets**

(HDOT Internal Tracking Worksheet Examples)

## QUARTERLY MINORITY GOALS PROGRAM PROMOTIONS

as of \_\_\_\_\_  
(Year to Date)

Total Projected Promotions	Total Projected Minority Promotions	Projected Minority Promotions								Total Promotion Awarded	Total Minority Promotion	Total Minority Promotions									
		B	AS	AI	HS	HW	C/K	PH	JP			B	AS	AI	HS	HW	C/K	PH			
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**Legend:**

- HW - Hawaiian and Part Hawaiian
- C/K - Chinese and Korean
- PH - Filipino
- JP - Japanese

## DEMOTIONS

Job Group/Job Group No. \_\_\_\_\_

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

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
								Y
								Y
								Y
								Y
								Y
								Y
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**LAYOFFS/RECALLS/REHIRE**

Job Group/Job Group No. \_\_\_\_\_

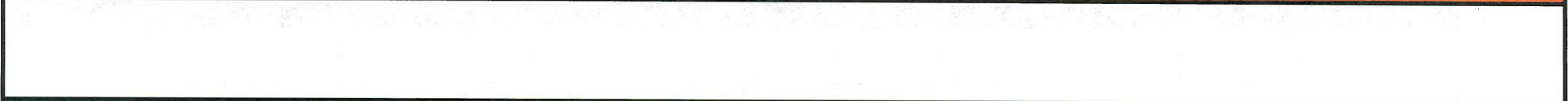
<b>Date of Layoff</b>	<b>Name</b>	<b>Race</b>	<b>Sex</b>	<b>Position and Department from which Laid Off</b>	<b>Recall/Rehire Offer</b>	<b>Acceptance or Rejection</b>	<b>Date of Recall/Rehire</b>	<b>Position &amp; Department to which Recalled/Rehired</b>

**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

## 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/Agency	New Rate of Pay

PROMOTIONS

Job Classification/Position Offered	Acceptance or Rejection	Date of Promotion	Name	Race	Sex	Previous Department	Previous Job Classification	New Rate of Pay



**ANALYSIS OF REJECTED APPLICANTS: Minority ( ) Female ( )**

Department of Transportation

Period viewed: From: \_\_\_\_\_ To: \_\_\_\_\_

Name	EEO Category	Job Category	National Origin	Race	Sex	Job Position	Test Scores	Rate	Years Edu/Degree	Related Yrs Work Exp.	Referral Source	Disposition (Specify)				Referred to Hiring Dept.		
												Tested		Interviewed		Yes	No	
												Yes	No	Yes	No			



**ANALYSIS: JOBS OFFERED**

HAWAII DEPARTMENT OF TRANSPORTATION

Date: \_\_\_\_\_

Hired Individual (s): Minority ( ) Males ( ) Females ( )

Name	National Origin	Race	Sex	Job Position	Rate	Years Education	Years Experience	Referral Source	Disposition (Specify)				Position Number	Date Hired	Division	Age
									Hired		Accepted					
									Yes	No	Yes	No				

## "FOCUS" JOB POSTING ANALYSIS

List "Focus" Jobs Posted	Applicants						Job Awarded To					Employee Awarded		Employees Refused					Commmets
	Total	Males	Fem	% Fem	Min	% Min	Males	Fem	% Fem	Min	% Min	Yes	No	Total	Fem	% Fem	Min	% Min	
													Y						
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U.S. Department  
of Transportation  
**Federal Highway  
Administration**

**Hawaii Federal-Aid Division**

November 4, 2011

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Box 50206  
Honolulu, Hawaii 96850  
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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:

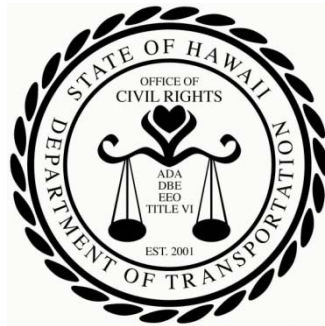
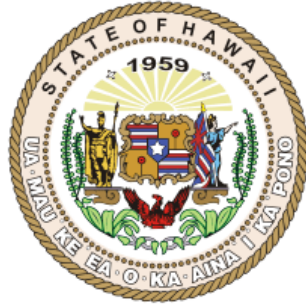
The FHWA has completed its review of Hawaii Department of Transportation's (HDOT's) proposed 2011-2016 Affirmative Action Plan (AAP) that was submitted by the HDOT to the FHWA in October 2011. We are approving the 2011-2016 AAP and are satisfied that it satisfies all administrative requirements.

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



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