

Instructions for Completing Utilization Worksheet

Users are limited to entering data into specific cells (dark yellow).

See <http://www.eeoc.gov/employers/eeo4survey/e4instruct.cfm>

Enter the annual salary range to the nearest \$1,000 for all employees in that category. Where applicable, annualize hourly rates based on 2,080 hours per year, rounded to the nearest \$1,000.

Enter the number of male and female employees in each group W–White, AI/AN–American Indian/Alaska Native, B–Black or African American, H/L–Hispanic or Latino, A–Asian American, NHOPI–Native Hawaiian and Other Pacific Islander, or Multi–Multiracial.

Enter the availability of male and female employees for each group based on workforce data. Cite the source of this data in the notes at the bottom of the spreadsheet. See Section 2.2.4 of EEO Circular for more information.

Any underutilization is calculated automatically and highlighted in **red**. For any categories showing underutilization, enter agency plans to address percent of utilization over the next four years. In notes field, explain any anticipated impediments in addressing underutilization and other information.