

Instructions for Adverse Impact Analysis Worksheets

As explained on the EEOC website, adverse impact is determined by a four-step process:

- 1 - Calculate the rate of selection for each group (divide the number of persons selected from a group by the number of applicants from that group)
- 2 - Observe which group has the highest selection rate
- 3 - Calculate impact ratios by comparing the selection rate for each group with that of the highest group (divide the selection rate for a group by the selection rate for the highest group)
- 4 - Observe whether the selection rate for any group is substantially less (i.e., usually less than 4/5ths or 80 percent) than the selection rate for the highest group. If it is, adverse impact is indicated in most circumstances

[See http://www.eeoc.gov/policy/docs/qanda_clarify_procedures.html](http://www.eeoc.gov/policy/docs/qanda_clarify_procedures.html)

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

[See http://www.eeoc.gov/employers/eeo4survey/e4instruct.cfm](http://www.eeoc.gov/employers/eeo4survey/e4instruct.cfm)

Complete for promotions, hires, terminations, and training. For promotions and hires, also report the total number of applicants and employees who self-identify as having a disability and/or as a veteran.

FTA does not require analysis for any groups constituting less than two percent of the applicable workforce. For terminations, FTA requires agencies to conduct department-level analyses that roll up into the 8 EEO-4 categories. FTA also requires additional narrative regarding discipline. See Section 2.2.6 of the EEO Circular

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 data for applicants and employees who self identify as having a disability (see Section 1.6) and/or as a veteran. The information is required in summary form by sex and ethnicity and is not required for individual employment categories.