**ANNUAL REPORT TEMPLATE**

MMS EEO/AA Guidelines Annual Report Form

**[*Name of County/Agency]***is committed to complying with the Minnesota Merit System EEO/AA Guidelines, Bulletin No. 21-89-01 (Guidelines). Pursuant to the Guidelines the following information is submitted as the county’s 2024 annual report:

**1. Report of Discrimination Complaints brought by employees and applicants for employment.**

a. Number of Discrimination Complaints: \_\_\_\_\_\_

b. List each type of Discrimination Complaint and status of resolution (do not list individual’s names, employee ID numbers, or other identifying information):

1)

2)

**2. Report recruitment activities conducted. Check the boxes for the diversity recruitment activity conducted and protected group (females,**

**racial/ethnic minorities[[1]](#footnote-1), persons with disabilities) community organizations contacted.**

Career Services and/or DEI department of the following college: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(fill in blank)

CareerForce office in the following location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(fill in blank)

Tribal Nation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(fill in blank)

Participated in job fair or tabled at the following school, church, farmers market, etc.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(fill in blank)

Other – fill in the name of the resource/activity here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Report recruitment activities planned for coming year. Check the boxes for the diversity recruitment activity to conduct and protected**

**group (females, racial/ethnic minorities, persons with disabilities) community organizations to contact.**

Career Services and/or DEI department of the following college (find college at this [link](https://en.wikipedia.org/wiki/List_of_colleges_and_universities_in_Minnesota)): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(fill in blank)

CareerForce office in the following location (find location at this [link](https://www.careerforcemn.com/locations)): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(fill in blank)

Tribal Nation (find nation at this [link](https://mn.gov/indian-affairs/tribal-nations-in-minnesota/)): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(fill in blank)

Participate in job fair or table at the following school, church, farmers market, etc.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(fill in blank)

Other – fill in the name of the resource/activity here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Report workforce utilization and hiring goals for females, racial/ethnic minorities, persons with disabilities and action steps taken to achieve those goals.**

a. Underutilization analysis was completed with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[statewide or regional?*] data for all job categories using census data available on the Minnesota Department of Human Rights website.

b. Fill in the table below for current workforce utilization and hiring goals of females, racial/ethnic minorities, and persons with disabilities.

|  |  | **Current Utilization – Include # of Individuals**  **Utilization**  **– Include # of Individuals** | | | | | | | | **Hiring Goals [year]** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job Categories** | | | **Total Employees** | **Females** | **% Available** | **Racial/Ethnic Minorities** | **% Available** | **Persons w/Disabilities** | **% Available** | **Females** | **Racial/Ethnic Minorities** | **Persons w/Disabilities** |
| Officials/Administrators | | |  |  |  |  |  |  |  |  |  |  |
| Professionals | | |  |  |  |  |  |  |  |  |  |  |
| Office/Clerical | | |  |  |  |  |  |  |  |  |  |  |
| Technicians | | |  |  |  |  |  |  |  |  |  |  |
| Skilled Craft | | |  |  |  |  |  |  |  |  |  |  |
| Service Maintenance | | |  |  |  |  |  |  |  |  |  |  |

c. Provide a narrative on action steps taken to achieve goals and list goals that were achieved in this reporting year:

**5. Report all staff training and other sessions conducted related to affirmative action and equal employment opportunity. List training and information sessions related to AA/EEO and dates activity conducted.**

**6. This document has been reviewed and approved by the following MMS county/multi-county human service Agency Director or EEO/AA Designated Liaison:**

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. As used throughout this document, the phrase “racial/ethnic minorities” means individuals who identify as: Black, Hispanic, Asian, Pacific Islander, American Indian, or Alaskan native. Minnesota Rules, part 9575.0010, subpart 34a. [↑](#footnote-ref-1)