NEOGOV EEO Reporting

NEOGOV will run a report that will provide much of the required applicant EEO information that must be submitted to the South Carolina Human Affairs Commission. This report will include: candidate demographic information, total number of applicants, applicants meeting minimum training and experience requirements, and applicants interviewed.

To accurately capture the applicants meeting minimum training and experience requirements, agencies will need to consistently structure job postings in one of the following ways:

1. Add a "Supplemental Questionnaire" step type titled "Minimum Qualifications" in your exam plan and "Fail" those individuals who do not meet minimum qualifications;
2. Add a "Training and Experience" step type titled "Minimum Qualifications" in your exam plan and "Fail" those individuals who do not meet minimum qualifications; or
3. If the candidates on the Eligible List are all those who meet the minimum training and experience requirements for the job, agencies are not required to do either of the above steps, because the system will be able to identify the total number of candidates placed on Eligible Lists over a given period.

To accurately capture the applicants who are interviewed for the position, the appropriate candidates need to go through the "Schedule Interview" step in the Online Hire Center (OHC) section of NEOGOV. Once a candidate has been through the "Schedule Interview" step, the system will save the candidate's information for EEO reporting purposes.

To accurately capture the number of hires in the system, the hired candidate must go through the "Hire" step in the OHC section of NEOGOV. Once a candidate is placed in the "Hire" step, the system will save the candidate's information for EEO reporting purposes.

If agencies set up two "training and experience" step types, the system will be unable to differentiate which one is to be used for EEO reporting purposes. Therefore, to avoid duplication, agencies must choose either the "supplemental questionnaire" or the "training and experience" step type to capture those applicants who meet the minimum training and experience requirements.

An agency cannot change or customize the reasons an applicant has not been selected. This is a centrally-controlled option and cannot be customized by an agency. Agencies can make suggestions to DSHR for changes to these reasons.

If an applicant is "inactivated" on the eligible list, they will be counted as eligible for that position for EEO reporting purposes even if they are inactivated on the list. If an applicant has been placed on an eligible list in error, the agency should remove the applicant from the Referred List first, and then remove the applicant from the Eligible List by clicking on the "Remove from List" option. The applicant will then be moved back to the last step in the exam plan.