Affirmative Action Data Collection Form (NZAAADC)

This form is used to report search statistics for Affirmative Action reporting and is completed as follows:

1.) In the **First Block** enter:

- Job ID,
- Position Number,
- Name of New Hire
- Date of Hire (DD-M-YYYY format)

*The remaining information in the top block will be populated.*

2.) Go to the **Next Block**

3.) Enter **Ethnicity** information for Males and Females for the **Applicant Pool**, the **Interview Pool**, and the **Offered but Declined** section. *The totals will populate.*

4.) Go to the **Race** information and complete the data for Males and Females in each category. *The totals will populate.*

*Please note: Warning messages will appear if the numbers you have supplied do not total correctly.*