



Equal Employment Opportunity (EEO) Compliance Checklist (HR)

Recruitment & Hiring

Ensuring fairness and non-discrimination throughout the hiring process.

Source of Job Posting

- ☐ Company Website
- ☐ Job Board (e.g., Indeed, LinkedIn)
- ☐ Social Media
- ☐ Recruiter Referral
- ☐ Other

Diversity Outreach Efforts

- ☐ Partnerships with Diversity Organizations
- ☐ Targeted Advertising in Diverse Media
- ☐ Attendance at Diversity Career Fairs
- ☐ Employee Referral Program (with Diversity Focus)

Number of Applicants from Underrepresented Groups

Enter a number...

Date Job Posting Went Live

Enter date...

Notes on Recruitment Strategy

Write something...

Job Descriptions & Requirements

Reviewing job descriptions for discriminatory language and ensuring requirements are job-related.

Review Job Description for Discriminatory Language

Write something...

Are Essential Functions Clearly Defined?

- ☐ Yes
- ☐ No
- ☐ Needs Review

Check for Unnecessary or Overly Specific Requirements

- ☐ Education Level
- ☐ Years of Experience
- ☐ Specific Certifications
- ☐ Physical Requirements
- ☐ Other

Document any modifications made to the job description

Write something...

Date of Last Job Description Review

Enter date...

Application Process

Verifying non-discriminatory practices in application forms and online portals.

Online Application Accessibility Compliance

- ☐ Compliant (WCAG 2.1 AA)
- ☐ Needs Review
- ☐ Not Compliant

Application Questions Reviewed for Bias?

- ☐ Yes, all questions reviewed
- ☐ Some questions reviewed
- ☐ No questions reviewed

Date of Last Application Process Review

Enter date...

Notes on Application Process Changes/Updates

Write something...

Applicant Tracking System (ATS) Configuration

- ☐ Fully Compliant
- ☐ Partially Compliant
- ☐ Non-Compliant

Interviewing Practices

Evaluating interview questions and interviewer training for bias.

Describe interviewer training program content related to unconscious bias.

Write something...

Which interview question types are prohibited or require careful review?

- ☐ Questions about age
- ☐ Questions about marital status
- ☐ Questions about religion
- ☐ Questions about disability
- ☐ Questions about family planning
- ☐ Other (specify)

Interview questions approved for use by HR?

- ☐ Yes
- ☐ No
- ☐ N/A

Describe the process for reviewing interview questions for legal compliance.

Write something...

Date of last interviewer bias training.

Enter date...

Is a standardized interview format used for all positions?

- ☐ Yes
- ☐ No
- ☐ Partially

Selection & Offer Decisions

Reviewing selection criteria and offer justifications to avoid disparate impact.

Number of Qualified Applicants Interviewed

Enter a number...

Selection Criteria Documentation Present?

- ☐ Yes
- ☐ No
- ☐ N/A

Justification for Selection Decision (if not top-ranked candidate)

Write something...

Selection Factors Considered (check all that apply)

- ☐ Experience
- ☐ Education
- ☐ Skills
- ☐ Cultural Fit
- ☐ Diversity
- ☐ Other

Offer Date

Enter date...

Offer Extends Equal Opportunity?

- ☐ Yes
- ☐ No

Compensation & Benefits

Analyzing pay equity and benefits packages to identify and address any discrepancies.

Average Salary for Similar Roles

Enter a number...

Gender Pay Gap Percentage

Enter a number...

Racial/Ethnic Pay Gap Percentage

Enter a number...

Benefit Plan Type (e.g., PPO, HMO)

- ☐ PPO
- ☐ HMO
- ☐ HDHP
- ☐ Other

Benefit Offerings (Select all that apply)

- ☐ Medical
- ☐ Dental
- ☐ Vision
- ☐ Life Insurance
- ☐ 401k/Retirement

Last Compensation Review Date

Enter date...

Notes on Compensation Analysis

Write something...

Promotion & Advancement

Examining promotion rates and processes for potential bias.

Percentage of Promotions to Minorities/Underrepresented Groups (Annual)

Enter a number...

Number of Promotions to Women (Annual)

Enter a number...

Is there a documented and transparent promotion process?

- ☐ Yes
- ☐ No
- ☐ Not Applicable

Summary of any recent audits or reviews of promotion practices

Write something...

Date of last review of promotion criteria

Enter date...

Which criteria are used in the promotion process?

- ☐ Performance Reviews
- ☐ Experience
- ☐ Education
- ☐ Skills
- ☐ Leadership Potential

Name of person responsible for promotion process oversight

Write something...

Training & Development

Ensuring access to training and development opportunities for all employees.

Training Delivery Method

- ☐ Online (Self-Paced)
- ☐ Instructor-Led (Virtual)
- ☐ Instructor-Led (In-Person)
- ☐ Blended Learning

Training Topics Covered

- ☐ Diversity & Inclusion
- ☐ Harassment Prevention
- ☐ Bias Awareness
- ☐ Equal Opportunity Laws
- ☐ Performance Management
- ☐ Communication Skills
- ☐ Leadership Development

Training Completion Deadline

Enter date...

Number of Employees Trained

Enter a number...

Training Materials (e.g., Presentations, Handouts)

 Upload File

Training Evaluation Method

- ☐ Post-Training Survey
- ☐ Knowledge Assessment
- ☐ Performance Observation

Performance Evaluations

Reviewing performance evaluation criteria and processes for fairness.

Evaluation Date

Enter date...

Overall Performance Summary

Write something...

Overall Performance Rating (1-5)

Enter a number...

Key Accomplishments

Write something...

Areas for Improvement

Write something...

Employee Comments

Write something...

Goal Achievement

- ☐ Exceeds Expectations
- ☐ Meets Expectations
- ☐ Needs Improvement

Professional Development Needs

- ☐ None
- ☐ Training
- ☐ Mentorship
- ☐ Additional Experience

Discipline & Termination

Verifying consistent application of disciplinary actions and termination procedures.

Summary of Employee's Conduct

Write something...

Number of Prior Warnings

Enter a number...

Description of Investigation Findings

Write something...

Reasons for Disciplinary Action/Termination

- ☐ Poor Performance
- ☐ Violation of Company Policy
- ☐ Misconduct
- ☐ Attendance Issues
- ☐ Other

Date of Incident(s)**Date of Warning(s) (if applicable)****Manager Signature****HR Representative Signature**

Recordkeeping & Reporting

Maintaining accurate records and fulfilling reporting obligations.

Date of Record Creation**Number of EEO Complaints Received****Number of EEO Investigations Opened**

Number of EEO Investigations Closed

Number of Complaints Resolved Informally

Number of Formal Resolutions Required

Summary of Reporting Activities

Date of Last Reporting Submission

Complaint Resolution Process

Ensuring a fair and effective process for handling EEO complaints.

Date Complaint Received

Summary of Complaint

Write something...

Complaint Type

- ☐ Discrimination
- ☐ Harassment
- ☐ Retaliation
- ☐ Other

Number of Witnesses (if any)

Enter a number...

Initial Investigation Notes

Write something...

Date of Investigation Completion

Enter date...

Resolution Type

- ☐ Mediation
- ☐ Training
- ☐ Disciplinary Action
- ☐ No Violation Found

Details of Resolution (if applicable)

Write something...

Policy Review & Updates

Regularly reviewing and updating EEO policies and procedures.

Last Policy Review Date

Enter date...

Summary of Policy Changes Made

Write something...

Review Scope (Full or Targeted)

- ☐ Full Review
- ☐ Targeted Review

Supporting Documentation (e.g., legal counsel review)

 Upload File

Next Scheduled Policy Review Date

Enter date...

Number of Stakeholders Involved in Review

Enter a number...