FY 2005 Affirmative Action Planning Process Timeline

Starting Now until August 26	We will be happy to meet with you to reinforce your understanding of the affirmative action planning process and answer any questions you may have about it. After that time, we will be reviewing what you have submitted and may contact you or meet with you, if information provided is incomplete.
early July	End of Fiscal Year (EOFY) 2004 summary and Beginning of Fiscal Year (BOFY) 2005 planning materials will be available on the DAS-HRE website-- http://das.hre.iowa.gov/aa_eeo.html (does not include actual data). The materials include: 1. Instructions for completion of the report/plan 2. Cover page 3. AA Form A: FY 2004 Qualitative Plan Summary of Results form 4. AA Form B: Qualitative Utilization for 2004: Factors contributing to underutilization (this is a worksheet; you will receive the actual in July) 5. AA Form C: Qualitative Utilization Analysis Plan for FY 2005 (this is a worksheet that will help you set qualitative goals. The actual form will be sent to you in July) 6. AA Form D: Hiring Goals and Timetable for FY 2005 (Again, you will receive your actual form in July)
Starting immediately	Departments may start reviewing their qualitative plan results any time for inclusion on the FY 2004 Qualitative Plan Results form. This is an integral first step in your FY 2005 planning process. It provides a structure for you to evaluate last fiscal year's efforts and it maintains continuity in your ongoing affirmative action planning.
July 7 (approx)	Your 4th Quarter/End of Fiscal Year hiring report will be sent to you. Evaluation of your quantitative plans should wait until you have this report of your affirmative action hiring progress in hand.
July 9	Make any new FY 2005 changes to cost centers, org codes or job classifications for your department. These changes must be completed before HRE can capture all of your changes in any update of the AARU Conversion or Job Class files. We anticipate many changes with each new fiscal year. Also, if you have any changes to request to occupational codes or EEO-4 (State and Local Government) categories, please contact Joe Ellis at 515-281-5607 by July 9.
July 23 (approx)	Your Beginning of Fiscal Year (BOFY) underutilization data and the forms listed above will be sent to you. Like last year, you will be asked to project your hires for 2005 as the basis for setting your own hiring goals. DAS-HRE will send you hiring data for the last three years, so you will have your hiring history to base these goals on. Hiring goals should be set based on that data, anticipated vacancies or other workforce changes. Hiring goals must be consistent with past practice. For example, if you average 10 hires annually in an area, your goals should be based on this hiring level.
August 26	**The initial Report/Plan (all the materials listed above) is to be completed and sent to DAS-HRE for review.**
September 9	The Report/Plans must have requested edits and revisions completed.
September 30	The report to the Governor and Legislature is due. Shortly thereafter, the report will be available on the DAS-HRE website.