Appendix F6 REPORTS

Vendor Name	

Accurate reporting is vital to the State of Delaware for many reasons including State and Federal EEO reporting requirements, test analysis, and recruitment needs. This Appendix reflects some reports that we would require and some that are preferred. It is not all inclusive as we want the system to allow us to create adhoc reports from all of the fields in the system as needed. For this Appendix, the vendor should indicate below the degree to which they can produce each report listed and include any written response or sample report that is applicable.

REQUIRED REPORTS

Report 1- EEO Report
Prefer that it can be run by recruitment and by classification (attached sample)

Number of applications for each recruitment
Number of applications broken down per race and gender
Of these races and genders, the number that met the job requirements
Number hired for each recruitment
Name of hire(s)

- **Degree: Please indicate the degree to which you can produce this report by checking one option below: Please check only one.**

Canned Report ☐	Ad Hoc Report ☐	Can Not Meet ☐

- **Response: Please provide a written response as applicable.**

Report 2- EEO Report
Prefer that it can be run by Recruitment and by Classification (Attached sample)

EEO4-Category
Ethnicity
Gender
Disability

- **Degree: Please indicate the degree to which you can produce this report by checking one option below: Please check only one.**

Canned Report ☐	Ad Hoc Report ☐	Can Not Meet ☐

- **Response: Please provide a written response as applicable.**

Report 3-
Report that shows all recruitments that used specific questions on a Supplemental Questionnaire
Report that shows all classes that used specific questions on a Supplemental Questionnaire

- . **Degree: Please indicate the degree to which you can produce this report by checking one option below: Please check only one.**

Canned Report ☐	Ad Hoc Report ☐	Can Not Meet ☐

- **Response: Please provide a written response as applicable.**

Report 4
Report that reflects which applicants stated on their application that they are a state employee, casual/seasonal employee etc.

- **Degree: Please indicate the degree to which you can produce this report by checking one option below: Please check only one.**

Canned Report ☐	Ad Hoc Report ☐	Can Not Meet ☐

- **Response: Please provide a written response as applicable.**

Report 5
Report showing "Time to fill", meaning how long it takes from requisition to offer

- **Degree: Please indicate the degree to which you can produce this report by checking one option below: Please check only one.**

Canned Report ☐	Ad Hoc Report ☐	Can Not Meet ☐

- **Response: Please provide a written response as applicable.**

Report 6
Report showing time from requisition to posting

- **Degree: Please indicate the degree to which you can produce this report by checking one option below: Please check only one.**

Canned Report ☐	Ad Hoc Report ☐	Can Not Meet ☐

- **Response: Please provide a written response as applicable.**

Report 7
Report showing time from requisition to creation of referral

- **Degree: Please indicate the degree to which you can produce this report by checking one option below: Please check only one.**

Canned Report ☐	Ad Hoc Report ☐	Can Not Meet ☐

- **Response: Please provide a written response as applicable.**

Report 8- *Test Item Analysis:*
See Attached Item Analysis Sample Report

Item analysis should include the following:
Range
Mean
Variance
Standard Deviation
Reliability Index
SEM
Number and percent passing by Gender and Ethnicity (by test and by item)
List of all scores and what race has earned each score
Item by Item (how many people chose a particular answer and broken down by race)
Test Aggregate
Skewness (a measure of the asymmetry of the probability distribution of a real-valued random variable.)
Kurtosis (is any measure of the "peakedness" of the probability distribution of a real-valued random variable)
Subset Correlation Matrix by test

- **Degree: Please indicate the degree to which you can produce this report by checking one option below: Please check only one.**

Canned Report ☐	Ad Hoc Report ☐	Can Not Meet ☐

- **Response: Please provide a written response as applicable.**

Report 9
Report showing percentages of hires coming from various sources, including advertising, agency hiring, referrals from current employees and college recruiting.

- **Degree: Please indicate the degree to which you can produce this report by checking one option below: Please check only one.**

Canned Report ☐	Ad Hoc Report ☐	Can Not Meet ☐

- **Response: Please provide a written response as applicable.**

PREFERRED REPORTS

Report 10
Report showing the Classifications with most applicants
Report showing Classifications with fewest applicants

- **Degree: Please indicate the degree to which you can produce this report by checking one option below: Please check only one.**

Canned Report ☐	Ad Hoc Report ☐	Can Not Meet ☐

- **Response: Please provide a written response as applicable.**

Report 11
Report showing the frequency of applications by ethnicity

- **Degree: Please indicate the degree to which you can produce this report by checking one option below: Please check only one.**

Canned Report ☐	Ad Hoc Report ☐	Can Not Meet ☐

- **Response: Please provide a written response as applicable.**

Report 12
Report showing the Classifications with the most/fewest applicants by ethnicity
Report showing the Classifications with the most/fewest applicants by age
Report showing the Classifications with the most/fewest applicants by gender
Report showing the Classifications with the most/fewest applicants by disability

- **Degree: Please indicate the degree to which you can produce this report by checking one option below: Please check only one.**

Canned Report ☐	Ad Hoc Report ☐	Can Not Meet ☐

- **Response: Please provide a written response as applicable.**

Report 13
Report showing all recruitments that contained a selective job requirement or a preferred job qualification

- **Degree: Please indicate the degree to which you can produce this report by checking one option below: Please check only one.**

Canned Report ☐	Ad Hoc Report ☐	Can Not Meet ☐

- **Response: Please provide a written response as applicable.**

Report 14
Report reflecting what postings had their deadline extended
Report by recruitment and by class

- **Degree: Please indicate the degree to which you can produce this report by checking one option below: Please check only one.**

Canned Report ☐	Ad Hoc Report ☐	Can Not Meet ☐

- **Response: Please provide a written response as applicable.**

Report 15
Report that reflects which recruitments are archived

- **Degree: Please indicate the degree to which you can produce this report by checking one option below: Please check only one.**

Canned Report ☐	Ad Hoc Report ☐	Can Not Meet ☐

- **Response: Please provide a written response as applicable.**

Report 16
Report showing percentages of hires coming from various sources, including advertising, agency hiring, referrals from current employees and college recruiting.

- **Degree: Please indicate the degree to which you can produce this report by checking one option below: Please check only one.**

| Canned Report ☐ | Ad Hoc Report ☐ | Can Not Meet ☐ |

- **Response: Please provide a written response as applicable.**

Report 17

Time to fill, meaning how long it takes from requisition to offer

- **Degree: Please indicate the degree to which you can produce this report by checking one option below: Please check only one.**

| Canned Report ☐ | Ad Hoc Report ☐ | Can Not Meet ☐ |

- **Response: Please provide a written response as applicable.**

Report 18- Test Analysis

 T- Test

(The t-test assesses whether the means of two groups are *statistically* different from each other.)

- **Degree: Please indicate the degree to which you can produce this report by checking one option below: Please check only one.**

| Canned Report ☐ | Ad Hoc Report ☐ | Can Not Meet ☐ |

- **Response: Please provide a written response as applicable.**

Report 19-

F- test

(The F-test is used to test if the standard deviations of two populations are equal.)

- **Degree: Please indicate the degree to which you can produce this report by checking one option below: Please check only one.**

| Canned Report ☐ | Ad Hoc Report ☐ | Can Not Meet ☐ |

- **Response: Please provide a written response as applicable.**

Report 20-

Pearson Correlation

(The Pearson Correlation is used to find a correlation between at least two continuous variables.)

- **Degree: Please indicate the degree to which you can produce this report by checking one option below: Please check only one.**

Canned Report ☐	Ad Hoc Report ☐	Can Not Meet ☐

- **Response: Please provide a written response as applicable.**