

EEO UTILIZATION REPORT

ORGANIZATION INFORMATION

NAME: Town of Eatonville

Town: Eatonville

State: FL

ZIP: 32751

Type: County/Municipal Government (not law enforcement)

Monday, October 23, 2017

Step 1: Introductory Information

Policy Statement:

The Town of Eatonville is an equal opportunity employer. The Town does not discriminate in employment, make any employment decisions, or take any employment actions because of race, color, sex, national origin, religion, age, marital status, genetic discrimination under the Genetic Information Discrimination Act, handicap not affecting qualifications for a particular position, or the disability of a qualified individual with a disability. Anyone who believes that he or she has been the victim of any discrimination in employment or an employment decision made or action taken because of any one or more of these factors should immediately so inform his or her immediate supervisor; the Human Resources Manager, or the Chief Administrative Officer.

Step 1: Narrative of Interpretation

- The following file has been posted to the Town's website

Step 2: Objectives and Steps

- 1. Encourage Hispanic or Latino and Black or African American Males and Females to apply for positions in Protective Services – Sworn**
 - a. Attend police academies in and outside the Central Florida area.
 - b. Review hiring processes to ensure that tests are administered and scored fairly for all applicants.
 - c. Review content of website and recruitment materials to ensure content is reflective of our commitment to diversity in the workplace.
 - d. Create recruitment video showing the diverse workforce.
- 2. Encourage White, Hispanic or Latino, and Black or African American Females to apply for positions in the Service/Maintenance category.**
 - a. Post open positions on niche jobsites focused on specific occupations or industries
 - b. Attend local job fairs to actively recruit in this category and group.
 - c. Partner with Career Source on training and recruiting efforts.
- 3. Encourage Hispanic or Latino Males to apply for positions in the Skilled Craft category.**
 - a. Identify local trade schools and provide notice of job openings in this category.
 - b. Review job descriptions for minimum requirements particularly years of experience to determine the potential for hiring at an apprentice or trainee level.
 - c. Continue to use trade publications and professional association websites to post open positions.
 - d. Partner with Career Source on training and recruiting efforts.
- 4. Address recruitment efforts Town-wide**
 - a. Place job openings on Town social media pages.

Step 3: Internal Dissemination

- Post on Town's intranet and Job Vacancy Board.
- E-mail to all department heads, chiefs and hiring managers.

Step 4: External Dissemination

Post EEO statement on Towns' website.