Checklist: EEO-1 Reporting

☐ Determine if company is required to complete the EEO-1 Report.

- All private employers with 100 or more employees.

  AND

- All federal contractors and first-tier subcontractors with 50 or more employees AND contracts of at least $50,000 are obligated to complete and file the report each year.

☐ Determine which form(s) must be completed:

- Single-establishment companies: Single-Establishment Employer Report.
- Multi-establishment companies:
  1. Consolidated Report: a report including all employees of the company categorized by race/ethnicity, sex and job category.
  2. Headquarters Report: a report covering those working at the headquarters office, including those working from home.
  3. Establishment-Level Report(s): a separate report for each non-headquarters establishment.

☐ Select one (1) pay period within the fourth quarter (October, November, or December) of the current survey year to complete the EEO-1 Report. The current survey year is the year prior to the year the EEO-1 is submitted. (Beginning with 2023 EEO-1 data collection, tentatively scheduled to open in 2024, an employer that meets the employee threshold for EEO-1 reporting purposes at any time during the fourth quarter (i.e., October 1 through December 31) of the reporting year, may not select a workforce snapshot period where it falls below the threshold in an effort to avoid the filing requirement.)

☐ Ensure self-identification forms and data are available from each employee during the pay period selected. Organize employee data by listing all employees by location, job category and then by ethnicity, race and gender.

☐ Complete the EEO-1 Report online on or before March 31st following the survey year (unless a delay is announced).

☐ Start the filing process by completing the EEO-1 Online Application. First-time filers will need to register prior to completing the EEO-1 Report.

☐ Follow the prompts to enter employment data into online form. If an employer has challenges entering the data, contact the EEOC Filer Support Team.

☐ Retain records for at least one year from the date of the making of the record.