

2019 EEO-4 Report and Strategic Plan INSTRUCTIONS

1. Your agency's 2019 Equal Employment Opportunity Report and Strategic Plan should be submitted via email no later than close of business March 29, 2019.
2. Please submit all required EEO-4 reporting documents electronically to:

equalopportunity@az.gov.

3. Fillable forms: 2019 forms are fillable, and can be downloaded and completed via computer. In order to fill in your information electronically, you may need to click on "Edit document" under the "View" tab when you open the file.
4. 2019 Forms are attached here, and can be found on the GOEO website at:

<https://eo.azgovernor.gov/eo/eo-report-planning-kits>

5. Keep original documents as the Agency's official 2019 Plan. We will not accept paper reports this year. Please send electronic copies via email ONLY.
6. The Strategic Planning Worksheet is available for us to help create this year's goals. Best practice is to create goals that are feasible, helpful and can be completed by the end of the year. SUCCESS is your goal.
7. DO NOT turn in the Strategic Planning Worksheet with the 2019 Report. The worksheet portion is not the report, it is a tool to assist you with planning your Agency's strategic efforts.
8. Create SMART goals that are no longer than 1 sentence in length. Make each goal measurable and attainable.
9. Agencies who use Shared Services Consultants are encouraged to frame your goals in terms of your processes as they are informed by your partnership. Agencies are responsible for having a functional program in place even if you work with a consultant.
10. Complaint Data Form for complaints of calendar year 2018:
You are working only with EO complaints and may find that you're adding complaints into multiple columns of date and that's okay.