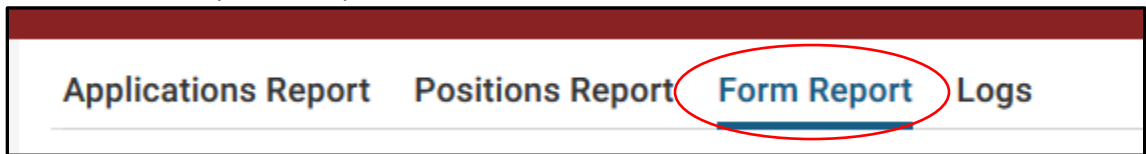


Instructions: EEO Summary Reports in ByCommittee

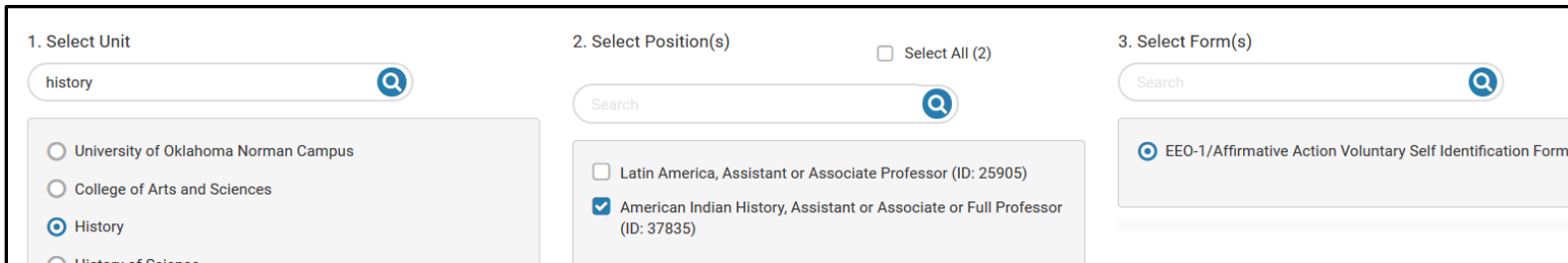
1. Log-in to ByCommittee using your OU 4x4 and password.
2. Click on “Reports” on the left side of the screen:



3. Click on “Form Report” at top of screen:



4. Select your Unit or College under “1. Select Unit”; Under “2. Select Position(s)” select the search for which you want to see EEO summary information. Note that both active and closed searches will be listed here. Finally, select the EEO-1 form under “3. Select Form(s)”:



The screenshot shows three columns for selection:

- 1. Select Unit:** A search box with 'history' entered. Below are radio buttons for University of Oklahoma Norman Campus, College of Arts and Sciences, History (selected), and History of Sciences.
- 2. Select Position(s):** A search box with 'Search' entered. A 'Select All (2)' checkbox is present. Below are checkboxes for Latin America, Assistant or Associate Professor (ID: 25905) and American Indian History, Assistant or Associate or Full Professor (ID: 37835) (checked).
- 3. Select Form(s):** A search box with 'Search' entered. Below is a radio button for EEO-1/Affirmative Action Voluntary Self Identification Form (selected).

5. Click “View Report”. You can scroll down to view the summarized responses to the EEO questionnaire or you can download a PDF of the responses.

Individual search committee members do NOT have the ability to run this report, unless they are also the Chair of the department. Chairs of search committees can have this access, if set up as a Committee Manager in ByCommittee. Department Chairs and their staff do have this access.

NEED HELP: If you have any ByCommittee questions, please contact Stewart Berkinshaw (sberkinshaw@ou.edu) at 325-1271 or Megan Lottie (megan.lottie@ou.edu) at 325-3221