SPEED*i*WARE
C O R P O R A T I O N

SPEED EEO
AFFIRMATIVE ACTION PLANNING

GET STARTED TODAY
www.speedeeo.com

The First and Original Web Based AAP Solution

SpeedEEO was the first Web based OFCCP compliant Affirmative Action Planning (AAP) solution released for generating and maintaining AAP reports. Since its release in 2004, SpeedEEO has proven to be a ground breaking and innovative solution for companies of all sizes with its ease-of-use and affordable pricing.

SpeedEEO lives up to its name by offering companies a fast, easy-to-use, solution guiding them through the process of building a 100% technically compliant AAP with no need for specialized training or prior knowledge of how to create Affirmative Action Plans (AAP).

ACCESS FROM ANY LOCATION

SpeedEEO is a web-based software solution that you can access from any computer using a Web Browser with Internet access. There is no additional software that you need to install or setup.

Are you a new SpeedEEO customer? Sign up online today at the www.speedeeo.com for a SpeedEEO account and get started immediately.

ALWAYS THE LATEST VERSION

With SpeedEEO you have the confidence of knowing that every time you login you are using the latest software version and have access to any new features and updates that have been added. Speediware consultants monitor all OFCCP requirements to ensure that all AAP reports generated by SpeedEEO are technically complaint and up-to-date.

SpeedEEO is a mature product on it's third major revision since release in 2004, offering users new and exciting new features and enhancements.

UNLIMITED USERS ACCOUNTS WITH CUSTOM ACCESS

SpeedEEO allows you to create unlimited user accounts with custom access-levels for each individual. You control all user account creation and access, so only those individuals you designate have access to the plan data.

AAP DATA SECURITY

SpeedEEO offers you the confidence of knowing that your AAP data is always safe and secure. SpeedEEO uses 128-bit Secured Socket Level (SSL) encryption, an industry-standard used by credit card companies, to secure all customer access.

All customer AAP data is secured on Speediware Corporation servers which are housed in a secured facility under 24-hour manned surveillance. Daily data backups are sent to a secure remote redundant location to ensure there is never any data loss.

UNLIMITED ACCESS TO THE ENTIRE CENSUS DATABASE

With SpeedEEO you have access to the complete census database for all locations within the United States. Simply select the recruiting areas for each location and SpeedEEO automatically determines the corresponding demographic data for each census area selected.

DATA ERROR CHECKING

As you build your AAP, SpeedEEO constantly checks to ensure that all of the required AAP data is specified. If data is missing, SpeedEEO prompts you to correct the missing or incorrect data before continuing. A final data check is performed before any reports are generated.

STEP-BY-STEP GUIDANCE TO A 100% COMPLIANT AFFIRMATIVE ACTION PLAN

SpeedEEO is designed to ensure that your AAP creation process is simple and speedy. To ensure this occurs, SpeedEEO provides step-by-step guidance to lead you through the entire process. Each page provides clear instructions on the actions to perform before moving on to the next phase. If data is missing or incorrect, SpeedEEO provides additional guidance to ensure that everything is correct before moving to the next step.
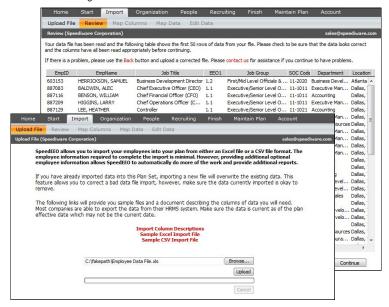
By offering this level of guidance, SpeedEEO customers are able to complete a technically compliant AAP online easily without any previous AAP experience.

Plan Sets—One Data Import—All Plans at Once

Simplify your AAP creation process by importing all employee data for your entire company into one Plan Set for the plan year. All plans are automatically created within the Plan Set in a single step instead of creating each plan separately. Easily create an unlimited number of plans simultaneously from a single Plan Set in the same amount of time as it takes to create a single plan. Best of all, you can carry over Plan Sets into subsequent plan years for automatic plan updates each year.
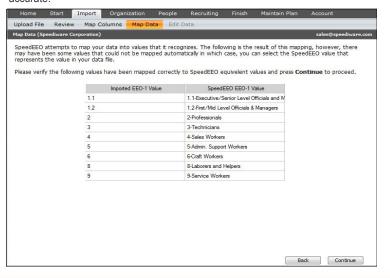
EASY DATA IMPORT

Easily import your employee data into a Plan Set from either an Excel® spreadsheet or CSV (comma separated values) file. After the data file is selected and uploaded, SpeedEEO provides a preview of the data file to allow you to verify that the correct data file has been uploaded and read correctly before continuing.

COLUMN MAPPING

Quickly identify the columns in your uploaded file that contain the specific values needed to create your AAPs. When you map the uploaded columns, the required fields are shown in bold to minimize confusion as to the minimum data required. If available, you can import the additional data listed to reduce the amount of manual coding needed to set up the AAP information.
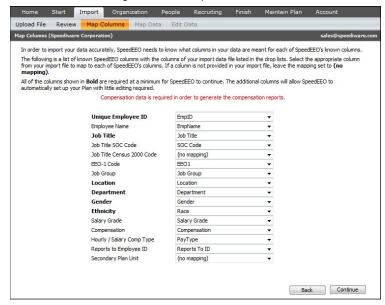

DATA VALUE MAPPING

SpeedEEO automatically maps the data in your uploaded data to the expected data values for Gender, Ethnicity, and EEO-1 Category. SpeedEEO gives you full control over the automatic mapping by allowing changes on the fly on how data is mapped during the import process to ensure that the data import is accurate.
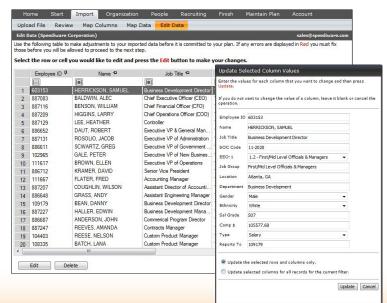

EDIT EMPLOYEE DATA

SpeedEEO provides full data editing capabilities for imported data allowing you to modify data for a single record or multiple records with a single update. This allows you to easily correct any data errors on the fly without the need to re-import the employee data.
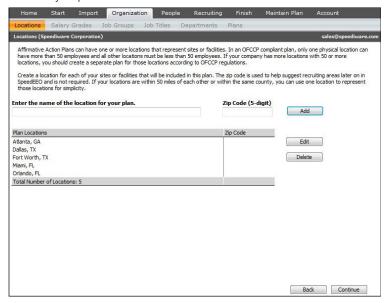
Quickly Define your Company Structure

When you upload your employee data into a plan set, SpeedEEO uses that imported data to build your company structure, reducing the amount of manual data entry required to create your plans. Even after the employee data has been imported, you have the ability customize the company information. Any information that was not imported with the employee data can be added during this process.
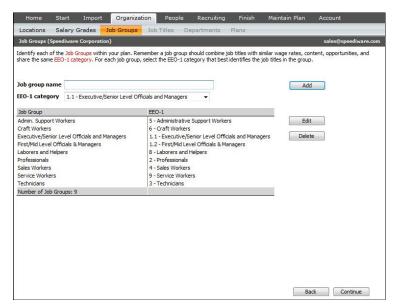
IDENTIFY LOCATIONS

You need to identify each physical location in your company when building an AAP. SpeedEEO pulls the location names from the data you import for your employees. You can customize how the location names will display on the AAP reports. If a location is missing, simply type the location name and it will be added to your plan set.

CREATE CUSTOM EEO-1 JOB GROUPS

You need to identify each job group used to classify job titles in your company. Job groups are based on the EEO-1 job categories. SpeedEEO allows you to create custom job groups for similar jobs that share the same EEO-1
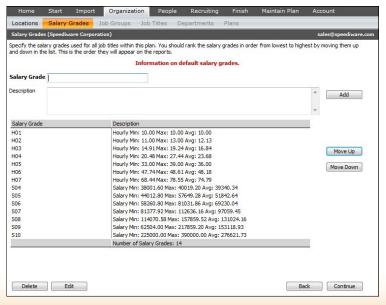
RANK YOUR SALARY GRADES

Salary Grades are used on AAP reports to represent the salary banding within a company. You should sort salary grades from lowest to highest when building your AAP.

When you import your employee data, SpeedEEO automatically ranks the salary grades based upon the compensation data for the employees.

If your company does not have a salary grade structure, SpeedEEO offers a default salary grade system that you can use to assign to your job titles.
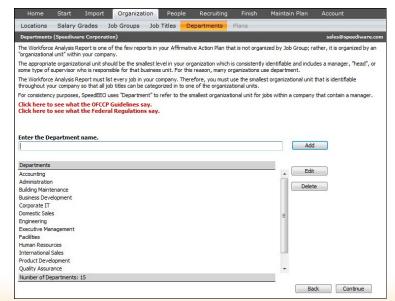
DEFINE DEPARTMENTAL STRUCTURE

The OFCCP requires you to identify the individual departments within your entire company in order to produce the Work Force Analysis report.

If your company does not have departments, you need to identify the smallest organizational units that include a manager.

When your employee data is imported, SpeedEEO captures the department names from the employee data. You can use the Department Editor to customize the department names that will display on the reports.

Easy Coding of all Job Titles

Coding of job titles is a simple process with the Job Title Editor. Individually code each job title in each location or use the Auto-Coding option to quickly assign the corresponding Standard Occupational Category (SOC) code to each job title. Each job title in your company must be coded with the following:
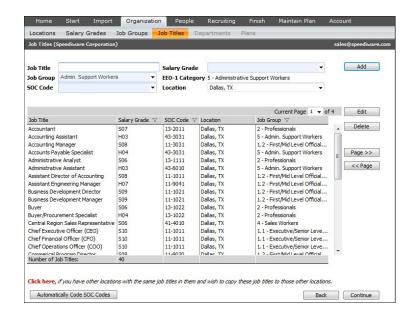
✓ **EEO-1 Job Group**
✓ **Salary Grade**
✓ **SOC Code**

MAINTAINING JOB TITLES

The Job Title Editor allows you to maintain the coding of job titles for all locations within your company.

When you import your employee data, all job titles are captured and are listed in the appropriate locations. You can use the edit features available to assign any missing information to each job title.

You can quickly add a new job title for a location and assign the appropriate job group, salary grade, and SOC Code.
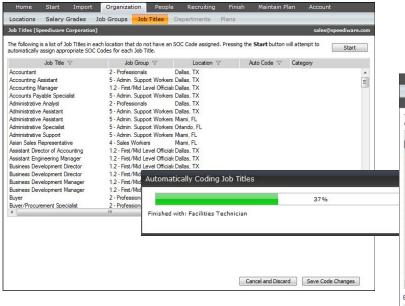

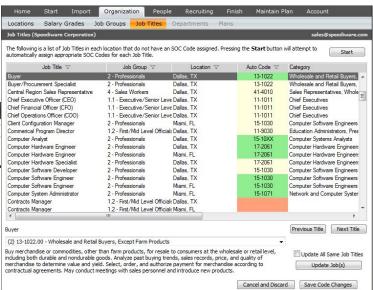## AUTOMATIC CODING OF SOC CODES

Not sure which SOC Codes to assign to the job titles you imported? Let SpeedEEO do the coding for you by using the Auto-Coding option.

When you select the **Automatically Code SOC Codes** button on the Job Titles page, SpeedEEO compares each job title to the Census database and tries to find the best SOC Code match. The results are color-coded to show you the reliability of the coding.

✓ **GREEN** - A good match of both the job title and EEO-1 category
✓ **YELLOW** - Match found but should be verified.
✓ **RED** - Unable to find a good match

For each job title, SpeedEEO returns the top SOC Code matches. If you don't like the match found for a job title, you can select from a list of other possible matches. If none of the SOC Code matches listed are acceptable, select No Match and you can manually code that job title in the Job Title Editor.

Drag-and-Drop to Quickly Define Individual Plans

VISUAL PLAN BUILDER
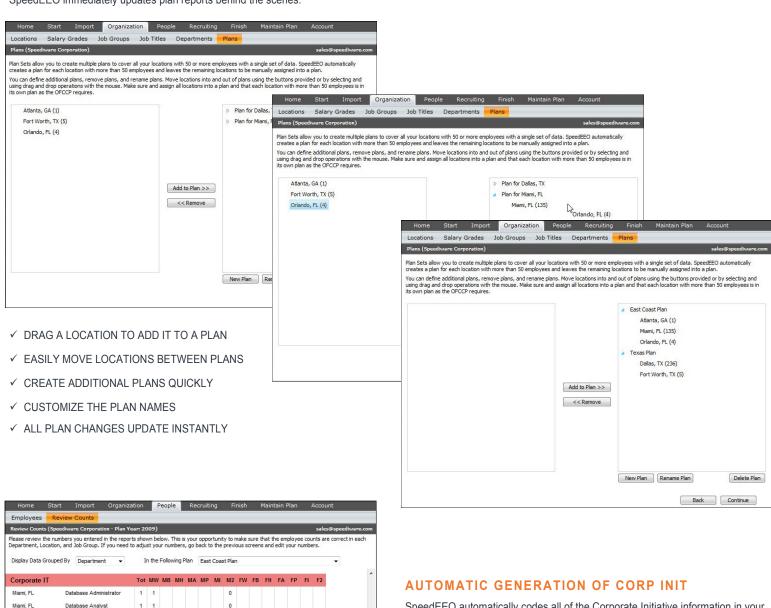
SpeedEEO automatically builds separate plans for all locations within the company with 50 or more employees as specified by the OFCCP criteria. You have the option of deciding the appropriate plan for each of the smaller locations.

With the Visual Plan Builder, moving locations between plans is easy with the drag-and-drop capability. Simply click on the location name you want to move and drag it to the plan in which you want to include it. If you change your mind, you can click and drag it into a different plan. As you reorganize plans by moving locations, SpeedEEO immediately updates plan reports behind the scenes.

✓ DRAG A LOCATION TO ADD IT TO A PLAN

✓ EASILY MOVE LOCATIONS BETWEEN PLANS

✓ CREATE ADDITIONAL PLANS QUICKLY

✓ CUSTOMIZE THE PLAN NAMES

✓ ALL PLAN CHANGES UPDATE INSTANTLY
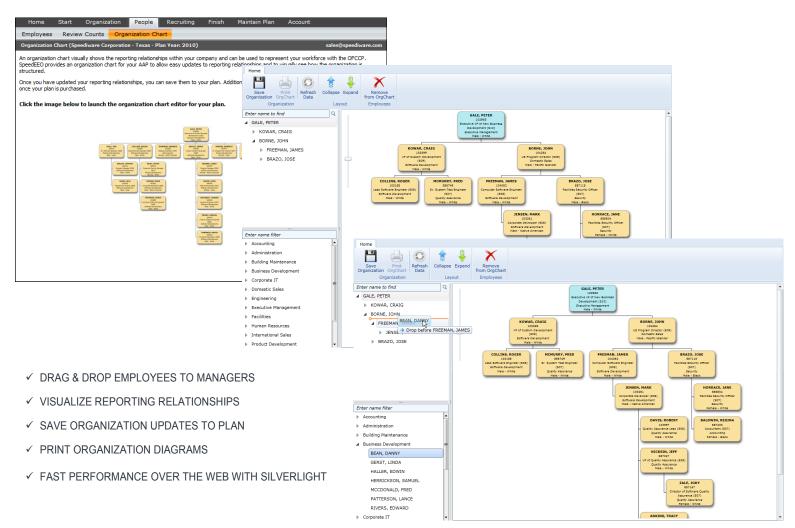
AUTOMATIC GENERATION OF CORP INIT

SpeedEEO automatically codes all of the Corporate Initiative information in your plans based upon the reporting relationships specified in your employee data. If the employee and their manager are in two different plan locations, the appropriate annotations are automatically created for the analytical reports.
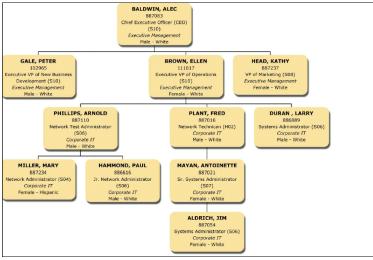
If an employee reporting relationship needs to be corrected, simply go to the Employee editor, edit the employee record, and select the name of their manager. SpeedEEO does all the rest.

Visualize your Organization

SpeedEEO is the only Affirmative Action Planning solution to provide organizational charting as a fully integrated product delivered over the Web.

SpeedEEO automatically building the organizational chart for your company using the reporting relationships from the employee data in your Affirmative Action Plan. Using our web based editor, quickly assign employees to report to managers in the organizational chart by moving employees within the organization using the drag-and -drop. Any organizational changes can be saved which will automatically update your reporting relationships in your plans to represent the organizational chart changes. When your plans are purchased, the organizational chart can be printed in a multipage chart layout.

✓ DRAG & DROP EMPLOYEES TO MANAGERS

✓ VISUALIZE REPORTING RELATIONSHIPS

✓ SAVE ORGANIZATION UPDATES TO PLAN

✓ PRINT ORGANIZATION DIAGRAMS

✓ FAST PERFORMANCE OVER THE WEB WITH SILVERLIGHT

ASSIGN YOUR REPORTING RELATIONSHIPS

Graphical representations of your organization and the reporting relationships is the most intuitive way to assess your organization and make changes.

Once your have completed your changes, your plans can be updated to reflect the new organization changes made within the editor.

PRINT YOUR ORGANIZATIONAL CHART

Organizational charts can be printed and added to your Affirmative Action Plan to show your organizational structure in a graphical report. Scale and print your chart across multiple pages.

Customize Recruiting Information

A fundamental element of building your Affirmative Action Plans is the identification of your internal and external availabilities. You do this in SpeedEEO by indicating how you promote internally and where you recruit from externally to fill open positions. Once you have done this, SpeedEEO calculates everything for you based upon the demographic makeup of your company and the recruiting areas you identify.
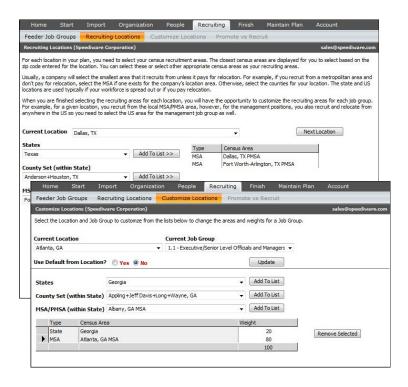
SpeedEEO quickly steps you through this process by having you identify the following:

✓ **How you promote internally**

✓ **Where you recruit from for each location**

✓ **How often you promote versus recruit to fill openings**

IDENTIFY INTERNAL AVAILABILITY

The regulations ask you to identify the percentage of minorities and females who are promotable, transferable, and trainable within your company in order to calculate internal availability. You accomplish this in SpeedEEO by identifying the Feeder Job Groups, where promotions and transfers come from for each job group.
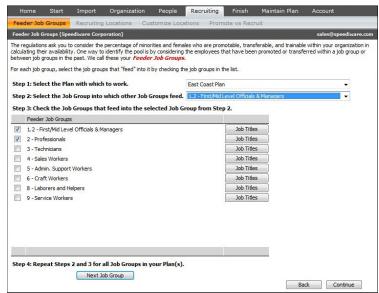
SpeedEEO steps you through this process by having you identify the Feeder Job Groups for each individual job group and then weight them.

IDENTIFY HOW OFTEN YOU PROMOTE

The final step is establishing your internal/external availability information is to indicate how often you promote versus recruit to fill job openings within your company.

Simply type a percentage for each job group to indicate the percentage of time promotions occur to fill job openings in that job group. SpeedEEO uses the percentages you specify to weight you internal versus external availabilities on the analytical reports.
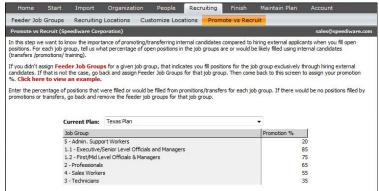

SPECIFY RECRUITING AREAS

SpeedEEO allows you to quickly create custom recruiting areas for each location in your company to reflect that individual location's hiring practices. Recruiting areas can be defined from any combination of geographical areas including state, county, MSA/PMSA, or the entire USA.

When you specify multiple recruiting areas for a location, SpeedEEO allows to you create custom weighting of the recruiting areas for each location. This custom weighting is used to determine the external availabilities for each location.

CUSTOM RECRUITING BY JOB GROUP

SpeedEEO allows you to customize your recruiting areas even more by identifying custom recruiting areas for individual job groups at each location. This feature is perfect for unique recruiting efforts usually found in executive and sales job groups. With unlimited access to all census areas, you can create custom recruiting areas for every job group within each location if desired.

Easily Monitor Activity During the Plan Year

Maintenance of your Affirmative Action Plans involves monitoring the applicant activity and personnel movement (promotions, transfers, and terminations) that occurs during the plan year so that you can produce the required Monitoring/Adverse Impact Analysis reports. SpeedEEO provides tools to simplify this process for you and to ensure the data is captured and available whenever you decide to produce your monitoring reports.
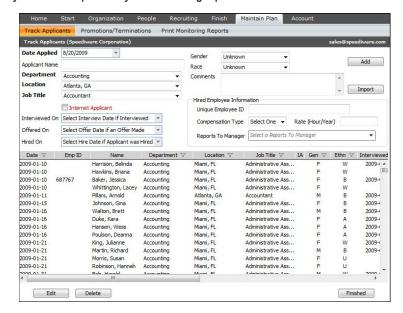
TRACK APPLICANT ACTIVITY

SpeedEEO provides the ability to easily track all applicant activity that occurs during the plan year. Use the Applicant Editor to quickly enter all your applicants for positions that are filled.

You can import your applicant data directly into SpeedEEO during the plan year from an Excel spreadsheet or CSV file. During the import process, you can easily map imported applicant data to the existing plan data to ensure data integrity.

You can also enter applicant information directly into SpeedEEO or make modifications to applicant data that has been imported.

All applicant/hire data from SpeediARMS (Speediware's Applicant Tracking System) imports automatically into SpeedEEO and displays in the Applicant Editor.
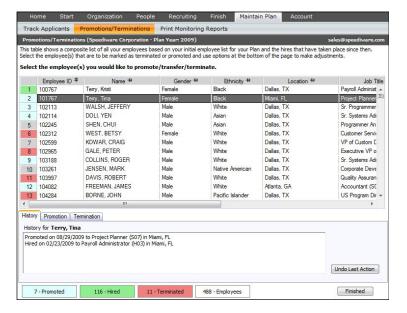
KEEP TRACK OF ALL EMPLOYEMENT MOVEMENT

Keeping track of employee movement during the plan year is fast and easy using the Employee Movement Editor. You work with a real-time employee list for marking employees as terminated or promoting/transferring employees to new positions. At the bottom of the editor there is a running count of the of terminations, hires, promotions, and overall number of employees in the plan so you can quickly check to see if all activity is up-to-date.
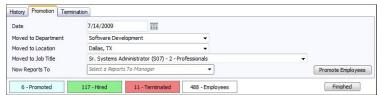
VIEW DETAIL OF EMPLOYEE MOVEMENT

You can see all of the activity that has occurred for an employee on the History tab. Any employee changes entered can be quickly undone.

EASILY INDICATE EMPLOYEE PROMOTIONS

You can quickly identify the employee promotions and transfers during the plan year by locating the employee in the employee list and then selecting the new job title, department, location, and promotion date.

QUICKLY TERMINATE EMPLOYEES

Marking an employee as terminated is as simple as highlighting the employee and selecting the termination date.

COLOR CODING OF ACTIVITY

All employment movement that occurs is color coded in the list so you can quickly identify the most recent employee movements that have occurred.

- ✓ **LIGHT BLUE** - Promotions/transfers
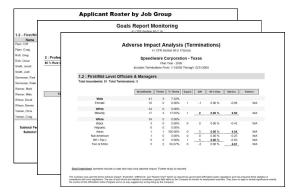- ✓ **GREEN** - Hires
- ✓ **RED** - Terminations

100% OFCCP Compliant Reports

SpeedEEO generates all of the analytical reports you need to have a 100% OFCCP technically compliant Affirmative Action Plan. Reports are automatically generated for the selected plan and available immediately for easy printing or download.

ANNUAL AAP REPORTS

✓ Job Group Analysis
✓ Work Force Analysis
✓ Utilization Analysis
✓ Reasonable Recruitment Areas
✓ Goals
✓ Census Comparable Codes
✓ Feeder Job Group Analysis
✓ Recruitment Areas Availabilities

MULITPLE FILE FORMATS

When you print your AAP reports, you can select from either Adobe® PDF or Microsoft® Excel file format. Additional file formats are available on request.

ADVERSE IMPACT/MONITORING

(Generate anytime during the plan year)

✓ Applicant Flow by Job Group
✓ Adverse Impact Analysis for Hires
✓ Adverse Impact Analysis for Offers
✓ Adverse Impact Analysis for Promotions
✓ Adverse Impact Analysis for Terminations
✓ Monitoring Annual Goals
✓ Promotions by Job Group

CUSTOMIZABLE NARRATIVE

SpeedEEO offers a fully customizable Narrative document which includes the key elements needed for an OFCCP compliant Affirmative Action Program.

• Females and Minorities
• Veterans and Disabled

COMPENSATION ANALYSIS

(When employee compensation exists)

✓ Salary Analysis by Job Group
✓ Salary Analysis by Salary Grade
✓ Salary Summary by Salary Grade

Additional Summary Reports

TIPPING POINT COMPENSATION TEST - AUDIT CHECK

Run SpeedEEO's Tipping Point Test on your compensation data as a self-audit check to see if your company would be targeted for a more in depth audit during an OFCCP desk audit.

CORPORATE ROLL-UP

Automatic generation of Corporate Roll-up reports to provide an overview of the entire company when your plan set contains multiple plan locations.

ON-THE-FLY EMPLOYEE ROSTER

Print an up-to-date employee roster at any time during the plan year to view the current employee information based on all hires, promotions, and terminations entered since the plan date.

EEO-1 SUMMARY REPORT

You can quickly print an EEO-1 Summary Report with the EEO-1 summary information that you can use for your EEO-1 report filing.

STASTICAL TESTS

80% Rule (4/5ths)
Whole Person Rule
Standard Deviation
Practical Significance
Fisher's Exact

Speediware Delivers Superior Customer Service

FREE CUSTOMER SUPPORT

Speediware consultants provide FREE support to all customers. Support is available during business hours by phone, email, or using the online chat feature available in SpeedEEO.

FREE WEB-BASED TRAINING

Don't pay for expensive AAP training.

Speediware consultants offer FREE Web-based training to all customers. Training is tailored to meet your company's specific AAP needs to ensure that you understand how to effectively create and maintain your AAPs.

FREE PLAN REVIEW

Speediware offers FREE plan review to all customers to ensure that your AAP is OFCCP-compliant. As part of the review, SpeedEEO consultants will review both you AAP reports and narrative to help you identify problems areas and establish goals.

COMPLETE OUTSOURCING SERVICES—MOST AFFORDABLE PRICING IN THE INDUSTRY

Too busy to create your Affirmative Action Plan? Let our experienced consultants do the work for you.

Speediware consultants have over 30 years of industry experience and can ensure that your AAP is ready for an OFCCP audit. All outsourcing is done in your SpeedEEO account to allow you to log-in and review the data/results at any time.

Get Started Today

➢ GO TO WWW.SPEEDEEO.COM
➢ CLICK THE REGISTER LINK
➢ CREATE A NEW SPEEDEEO ACCOUNT
➢ LOG IN AND CREATE YOUR PLANS

For more information or to schedule a demo contact Speediware Corporation at (866)4-YOUR-HR

ABOUT SPEEDIWARE CORPORATION

Headquartered in the Dallas Texas Metroplex area, Speediware Corporation is a privately-held company which leads the industry in providing innovative, easy-to-use, Web-based solutions and consulting geared toward simplifying the Human Resource responsibilities for companies of all sizes. Speediware Corporation was founded in 2003 to provide the most cost-effective Affirmative Action Planning solution to all companies while still offering the highest quality product.

Speediware offers a suite of web-based products designed to be easy to use for all levels of users without the need for special training. Speediware's products included SpeedEEO and SpeediARMS which are hosted web-based Affirmative Action Planning and Applicant Recruiting Management systems. Speediware also offers complete outsourcing and consulting services to its clients.

Speediware Corporation consultants offer over 30 years of industry experience, and are available to offer support to all customers

GUARANTEED LOWEST PRICE

Speediware Corporation strives to offer the best solutions for the HR professional at the most affordable price in the industry. Speediware promises to beat any quoted price for similar services, both software and outsourcing, while still providing Speediware's superior quality and customer support.

SPEEDiWARE
CORPORATION

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