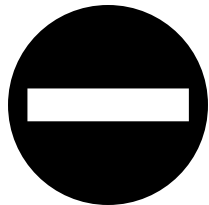


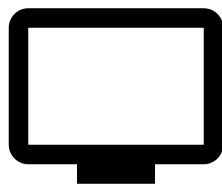
CONSTRUCTING AN EMPLOYEE LABOR POOL

An employee labor pool is the baseline against which you can compare your current occupational demographics. It is a weighted combination of external and internal pools.



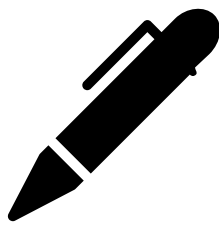
1. REVIEW YOUR HIRING LIMITATIONS

Do all candidates need to have been employed in a previous position at your organization? Do all need to reside in a particular location? Do all need to have a particular degree or certification?*



2. GATHER EXTERNAL DATA

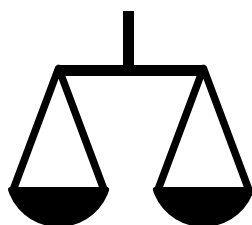
The best source for external data on your labor pool is the EEO Tabulation 2006-2010 (5-Year ACS Data). Here is a [Census Bureau tutorial](#) on how to use this data.



3. GATHER INTERNAL DATA

The best source for internal data is your own organizational records. What is the current composition of occupations that directly feed into the occupation you are examining?

REMEMBER TO WEIGHT YOUR PERCENTAGES!



4. TIME FOR JUDGEMENT

If your employed population is under 80% of your labor pool, time for action!

*Make sure these limitations are job-related so you don't contribute to bias in hiring.