

## Affirmative Action Course

[Previous](#) | [Page 1 of 1](#) | [Next](#)

**Outline** ✕

- ☑ Affirmative Action\_Testing
  - ☑ **○ Course Overview**
  - ☐ ○ Objectives
  - ☐ ○ Introduction
  - ☐ ○ Affirmative Action at Oracle
  - ☐ ○ Affirmative Action Plans
  - ☐ ○ Narrative Plan
  - ☐ ○ Representation Analysis
  - ☐ ○ Goals and Communication
  - ☐ ○ Hands-on Activity
  - ☐ ○ Summary
  - ☐ ○ Resources

### Course Overview

This course provides you with the latest information on Affirmative Action policies and program.

#### Prerequisites

None.

#### About the Course

It's recommended that you navigate through the course using the outline located on the left of your screen (if you don't see topics listed on the left part of your screen, select the Outline in your top toolbar).

[Previous](#) | [Page 1 of 1](#) | [Next](#)

**Outline** ✕

- ☑ Affirmative Action\_Testing
  - ☐ ○ Course Overview
  - ☑ **○ Objectives**
  - ☐ ○ Introduction
  - ☐ ○ Affirmative Action at Oracle
  - ☐ ○ Affirmative Action Plans
  - ☐ ○ Narrative Plan
  - ☐ ○ Representation Analysis
  - ☐ ○ Goals and Communication
  - ☐ ○ Hands-on Activity
  - ☐ ○ Summary
  - ☐ ○ Resources

### Affirmative Action Objectives

#### Purpose

This course focuses on Oracle's Affirmative Action (AA) Program.

#### Objectives

After completing this course, you should be able to do the following:

- Describe the spirit and intent of Affirmative Action
- Practice Oracle's AA Policy
- Recognize your obligations and responsibilities as an Oracle Manager



[Previous](#) | [Page 1 of 1](#) | [Next](#)

**Outline** X

- Affirmative Action\_Testing
  - Course Overview
  - Objectives
  - Introduction
  - Affirmative Action at Oracle
  - Affirmative Action Plans
  - Narrative Plan
  - Representation Analysis
  - Goals and Communication
  - Hands-on Activity
  - Summary
  - Resources

[Previous](#) | Page 1 of 1 | [Next](#)

### Introduction to Affirmative Action

Born of the civil rights movement four decades ago, Affirmative Action calls for minorities and women to be given access and consideration in all areas of employment decisions and subcontracting opportunities.



Affirmative Action is mandated for all companies that choose to do business with the federal government, and that have facilities with more than 50 employees. Affirmative Action programs set goals for increased diversity in the workplace.

Affirmative Action provides:

- Goals not quotas
- Access not preferences
- Nondiscrimination not reverse discrimination

[Previous](#) | Page 1 of 1 | [Next](#)

**Outline** X

- Affirmative Action\_Testing
  - Course Overview
  - Objectives
  - Introduction
  - Affirmative Action at Oracle
  - Affirmative Action Plans
  - Narrative Plan
  - Representation Analysis
  - Goals and Communication
  - Hands-on Activity
  - Summary
  - Resources

[Previous](#) | Page 1 of 2 | [Next](#)

### Affirmative Action at Oracle

To assist managers in addressing under-representation of protected classes, and to create a climate of acceptance and understanding throughout Oracle, we work actively to communicate the purpose of Affirmative Action plans.

Oracle makes a good-faith effort to increase the number of qualified applicants from protected classes in our employment application pool.



[Previous](#) | Page 1 of 2 | [Next](#)

**Outline** X

- Affirmative Action\_Testing
  - Course Overview
  - Objectives
  - Introduction
  - Affirmative Action at Oracle
    - Affirmative Action Plans
    - Narrative Plan
    - Representation Analysis
    - Goals and Communication
    - Hands-on Activity
    - Summary
    - Resources

[Previous](#) | Page 2 of 2 | [Next](#)

### Affirmative Action at Oracle (Continued)

These protected classes include women, African Americans, Latinos, Asians, American Indians, persons with disabilities, and Vietnam Era Veterans. We try to balance the representation of protected classes at Oracle with their availability in the general workforce.

Oracle maintains Affirmative Action Plans (AAP) for U.S. sites with 50 or more employees and provides the necessary support to implement them effectively.



[Previous](#) | Page 2 of 2 | [Next](#)

**Outline** X

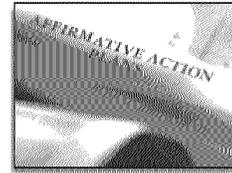
- Affirmative Action\_Testing
  - Course Overview
  - Objectives
  - Introduction
  - Affirmative Action at Oracle
  - Affirmative Action Plans
    - Narrative Plan
    - Representation Analysis
    - Goals and Communication
    - Hands-on Activity
    - Summary
    - Resources

[Previous](#) | [Page 1 of 1](#) | [Next](#)

### Affirmative Action Plans

There are three major components to an Affirmative Action Plan:

- Narrative Action Plan
- Representation Analysis
- Goals and Communication



[Previous](#) | [Page 1 of 1](#) | [Next](#)

**Outline** X

- Affirmative Action\_Testing
  - Course Overview
  - Objectives
  - Introduction
  - Affirmative Action at Oracle
  - Affirmative Action Plans
    - Narrative Plan
      - Representation Analysis
      - Goals and Communication
      - Hands-on Activity
      - Summary
      - Resources

[Previous](#) | [Page 1 of 1](#) | [Next](#)

### Narrative Plan

The narrative plan describes how Oracle will implement Affirmative Action, names an executive sponsor, and addresses other concerns such as veteran and disability outreach.



[Previous](#) | [Page 1 of 1](#) | [Next](#)

**Outline** X

- Affirmative Action\_Testing
  - Course Overview
  - Objectives
  - Introduction
  - Affirmative Action at Oracle
  - Affirmative Action Plans
    - Narrative Plan
    - Representation Analysis
      - Goals and Communication
      - Hands-on Activity
      - Summary
      - Resources

[Previous](#) | [Page 1 of 1](#) | [Next](#)

### Representation Analysis

The job group and workforce analysis quantifies employee representation within job categories such as professional, technical, sales, and administrative. Next, the analysis includes the external and internal availability in each job group and compares Oracle's representation against census availability within the local community and recruiting area.



[Previous](#) | [Page 1 of 1](#) | [Next](#)

**Outline** X

- Affirmative Action\_Testing
  - Course Overview
  - Objectives
  - Introduction
  - Affirmative Action at Oracle
  - Affirmative Action Plans
  - Narrative Plan
  - Representation Analysis
  - **Goals and Communication**
  - Hands-on Activity
  - Summary
  - Resources

[Previous](#) | Page 1 of 1 | [Next](#)

### Goals and Communication

Here's how Affirmative Action goals and action-oriented programs are formed, communicated, and addressed within Oracle.

Click each picture below starting with Diversity and Compliance to learn more about goals and communication.



[Diversity and Compliance](#)



[Recruiters](#)



[Manager](#)



[Human Resources](#)

[Previous](#) | Page 1 of 1 | [Next](#)

[Previous](#) | Page 1 of 1 | [Next](#)

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[Manager](#)



[Human Resources](#)

#### **Diversity and Compliance**

Diversity and Compliance produces Oracle's AA plans each year in January and communicates the plans to managers.

In July, we monitor and communicate our progress. In addition, Diversity and Compliance promotes inclusion by sponsoring training, diversity recruiting events, mentoring initiatives, and affinity groups within Oracle.

[Close](#)

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Click each picture below starting with Diversity and Compliance to learn more about goals and communication.



[Diversity and Compliance](#)



[Recruiters](#)



[Manager](#)



[Human Resources](#)

### Recruiters

Recruiters work directly with hiring managers to fill open positions and identify effective diversity recruiting sources. Recruiters actively participate in diversity recruiting efforts to broaden the candidate pool and ensure Oracle managers have access and opportunity to hire the best.

[Close](#)

| Next

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[Diversity and Compliance](#)



[Recruiters](#)



[Manager](#)



[Human Resources](#)

### **Manager**

Oracle managers work closely with Human Resources to ensure that employment practices align to Oracle policy and vision. Managers work with HR to implement programs and support actions to address any underutilization.

[Close](#)

1 | [Next](#)

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[Diversity and Compliance](#)



[Recruiters](#)



[Manager](#)



[Human Resources](#)

### Human Resources

Oracle Human Resources works with managers to communicate organizational AA goals and progress, and to implement action-oriented programs within each organization.

[Close](#)

1 | Next

**Outline** [X]

- Affirmative Action Testing
  - Course Overview
  - Objectives
  - Introduction
  - Affirmative Action at Oracle
  - Affirmative Action Plans
  - Narrative Plan
  - Representation Analysis
  - Goals and Communication
  - Hands-on Activity
    - Summary
    - Resources

### Hands-on Activity

Identify the components of an Affirmative Action Plan by dragging the appropriate components under the title **Affirmative Action Plan Components** and dropping them on a blue target.

Available components:

- Action Plans
- Hiring quotas
- Workforce Analysis
- Census Availability
- Selection Preferences
- Veteran Disability and Outreach
- Hiring Goals

#### Affirmative Action Plan Components

Target area:

Ch...      Give Up...      [ ]

### Hands-on Activity

Identify the components of an Affirmative Action Plan by dragging the appropriate components under the title **Affirmative Action Plan Components** and dropping them on a blue target.

Available components:

- Hiring quotas

Available components:

- Selection Preferences

#### Affirmative Action Plan Components

Target area:

Ch...      Hiring Goals      Give Up      Workforce Analysis

**Outline** X

- Affirmative Action\_Testing
  - Course Overview
  - Objectives
  - Introduction
  - Affirmative Action at Oracle
  - Affirmative Action Plans
  - Narrative Plan
  - Representation Analysis
  - Goals and Communication
  - Hands-on Activity
  - Summary**
  - Resources

Previous | Page 1 of 1 | Next

### Summary

Affirmative Action is mandated for all companies that choose to do business with the federal government, and that have facilities with more than 50 employees.

Affirmative Action programs set goals for increased diversity in the workplace.

Oracle diversity, managers, recruiters, and HR work together and share in the responsibility to effectively implement Affirmative Action at Oracle.

This course provided foundational information on Affirmative Action. For additional internal references, be sure to explore the Resources page.



Previous | Page 1 of 1 | Next

**Outline** X

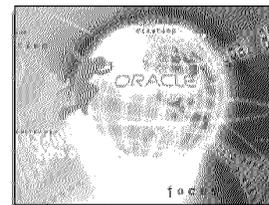
- Affirmative Action\_Testing
  - Course Overview
  - Objectives
  - Introduction
  - Affirmative Action at Oracle
  - Affirmative Action Plans
  - Narrative Plan
  - Representation Analysis
  - Goals and Communication
  - Hands-on Activity
  - Summary
  - Resources**

Previous | Page 1 of 1 | Next

### Additional Information Resources

For more information on Oracle's EEO, AA, and reporting policies visit our internal Web sites below.

- [Handbook AA/EEO Policy](#)
- [Diversity Compliance Web Page](#)
- [A Message from Joyce Westerdahl, SVP, Human Resources](#)
- [Contacts for my Org's AA Goals](#)
- [Manager's Resource Guide](#)
- [Mentoring](#)
- **iRecruitment** - login to [Self Service Apps](#) > Select iRecruitment Employee



Previous | Page 1 of 1 | Next