Attachment

All data requested is for the period October 2, 2004 through
March 31, 2007. The following information will need to be
available to begin the onsite:

1)   All written policies, procedures and manuals
pertaining to the recruitment, hiring, and selection of all
candidates (external and internal) for Clerical positions.

2)   List of Human Resources staff, hiring managers and any
other persons who were involved in the recruitment, hiring,
and selection process for Clerical positions. For each
person listed, please provide their name, position,
department and location.

3)   Original applicant flow logs and any and all other logs
created in conjunction with filling 5CL-Clerical positions.

4)   Applications, resumes, emails, and other forms of
communication from all individuals (internal and external)
who expressed interest in Clerical positions, including
those whose race is unknown.

5)   Recruitment advertisements, flyers, announcements, job
postings and job descriptions for Clerical positions.

6)   Interview notes and questions, phone screen
questionnaires and responses, any tests and test results,
offer and non-selection letters, self-identification forms,
and any other records made or maintained during the
recruitment and selection process of Clerical workers.

7)   Complete personnel folders for all individuals hired
into Clerical positions.

8)   Termination folders for all individuals who were hired
into Clerical positions from October 2, 2004 through March
31, 2007, and subsequently terminated for any reason.

9)   Access to I-9 forms. Please include an alphabetical
roster of all employees with date of hire and position
hired into. If possible include any employees that were
terminated within the last year. (A separate list for those
terminated is acceptable.)

10) If   maintains employee profiles, please provide
profiles of all current employees, to include as much of

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