



City of Tacoma  
 Community & Economic Development  
 Office of Small Business Enterprise  
 747 Market Street, Room 900  
 Tacoma, WA 98402  
 253-591-5224 or 253-573-2435

## PERSONNEL INVENTORY FORM

This form is to be completed and signed by a responsible official of the company and included in the submittal package .

Specification Number \_\_\_\_\_ Specification Title \_\_\_\_\_

Company Name \_\_\_\_\_ Date \_\_\_\_\_

Street Address/City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ EMail Address \_\_\_\_\_

Job Categories (Specify)	Total Employees		Non Minority		Total Minorities		Black		Asian or Pacific Islander		American Indian or Alaskan Native		Hispanic	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1. Officials & Managers														
2.														
3.														
4.														
5.														
6.														
7.														
8.														
9.														
10.														
<b>TOTALS</b>														

Type or Print Name of Responsible Officer / Title \_\_\_\_\_ Signature of Responsible Officer \_\_\_\_\_ Date \_\_\_\_\_

**Comments:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SEE INSTRUCTIONS ON REVERSE SIDE

## **INSTRUCTIONS FOR COMPLETING PERSONNEL INVENTORY FORM**

***This form only applies to employees who will be working on this specific project.***

1. "Heading" the company name and address should reflect the unit actually doing business with the City of Tacoma. If this address is different from that of the Equal Employment Opportunity Officer that administers the EEO programs of the company, the Equal Employment Opportunity Officer's address should be noted in the "Comments" section at the bottom of the form. "Telephone" should contain the area code, telephone number and extension (if any) for the Equal Employment Officer or the responsible official.
2. "Job Categories" at the extreme left hand column of the form specifying "Job Categories" lists "Officials & Managers." You are to list in addition to Officials & Managers any appropriate job titles such as Sales Workers, Office/Clerical, Professionals, Technical, etc., as they apply to your own company and only as pertains to this specific project.
3. The "M" and "F" headings at the top of each column refer to "Male" and "Female."
4. The "Total Employees" column should list the total number of male employees under "M" and the total female number of female employees under "F" for each job category listed. They should be listed in a similar manner in the "Total" category at the bottom of the form. The "Total Employees" column should include all those employees listed under "Non-Minority" and "Total Minorities." "Non-Minority" should include all employees not listed in the minority columns.
5. "Total Minorities" should include all employees listed under the "Black," "Asian or Pacific Islander" (A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.), "American Indian," and "Hispanic" columns. These columns should include only employees who are members of that particular minority group. Designation and definitions of ethnic/national origin status follow the instructions and definitions of the Federal EEO-1 Form of the U. S. Equal Employment Opportunity Commission.
6. "Totals" this line should reflect the total of all lines in each of the above columns.
7. The signature of your company's designated responsible official or similar official responsible for equal employment opportunity must appear in the designated space at the bottom of the form. Please PRINT OR TYPE the person's name on the top line across from the signature. This is required since some signatures are difficult to read.
8. "Comments" this section is to be used as needed for explanations to under utilization rate or lack of turnover, proposed expansion or reduction of staff or any other pertinent information you believe will help clarify or explain the data presented on the form. If you need additional space, please explain on a separate sheet of paper.
9. If you need assistance or have questions regarding the completion of this form, please call the SBE Office at 253-591-5224 or 253-573-2435.