



### AAP Technical Compliance and Statistical Analyses

- **Organizational Profile:** for each department or unit show the total number of males, females, and minorities, and the job title, gender, race, and ethnicity of the supervisor
- **Job Group Analysis:** group job titles that have similar duties, salary, promotional opportunities, and identify the percentage of minorities and women in each job group
- **Availability Analysis:** for each job group, determine the percentage of qualified minority and women candidates available externally and internally
- **Utilization Analysis:** for each job group, determine whether the percentage of minorities and females is less than what reasonably would be expected based on their availability
- **Placement Goals:** establish for job groups, where necessary, based on utilization analysis
- **Goal Progress:** for each job group for which a goal was established, determine whether it was met and identify good faith efforts taken in prior plan year if it was not met
- **Hiring Benchmark:** establish a hiring benchmark for veterans
- **Utilization Goal:** measure against nationwide 7% utilization goal for individuals with disabilities
- **Data Collection Analysis:** collect and analyze data on # of veterans/individuals with disabilities who applied and # of veterans/individuals with disabilities hired
- **Action Plans:** establish steps and activities to meet placement goals and correct problem areas identified
- **Documentation:** record information for all steps undertaken to demonstrate compliance
- **Impact Ratio Analyses:** calculate and analyze hires, promotions, and terminations (consider doing so under attorney-client privilege)
- **Compensation Analysis:** consider conducting some form of analysis (consider doing so under attorney-client privilege)
- **Tests:** determine if they are valid and have an adverse impact (consider doing so under attorney-client privilege)

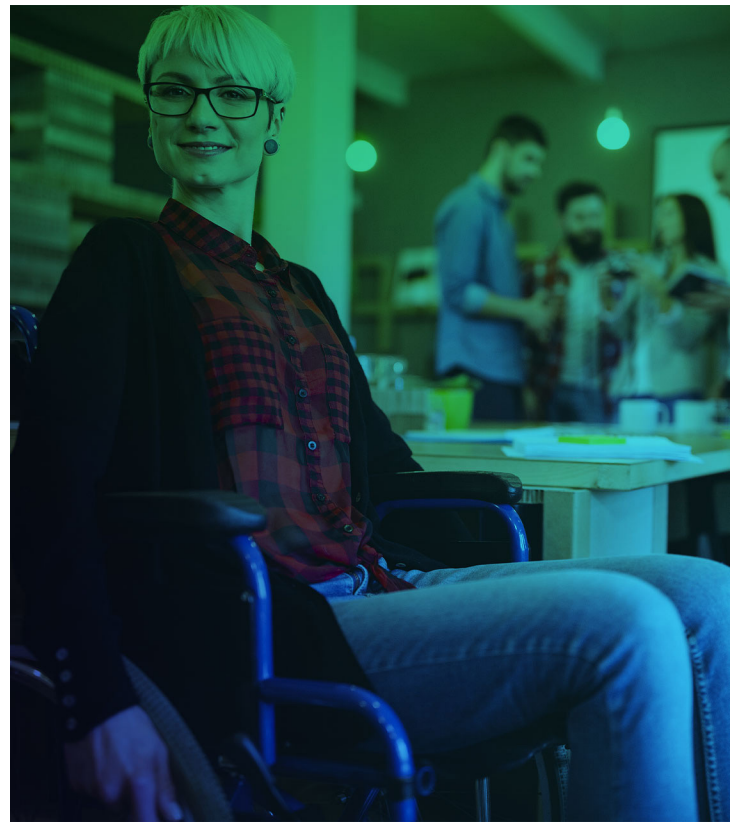
## Mandatory Job Listing and Outreach

- Are jobs being listed with the state job bank or employment service delivery system (ESDS)?
- Randomly audit some of your open positions to see if you can find them listed
- Do you have evidence of listing, such as a screenshot of the job posted on the ESDS or a job order number from the ESDS?
- Contractor's outreach and recruitment efforts
- Did you make contact and have ongoing relationships with minority, women, disabled, and veteran organizations, and did you communicate your open positions to them?
- Did you attend job fairs and recruiting events for minority, women, individuals with disabilities, and veterans?
- What does your workforce look like? Do you have a significant number of employees who are minorities, women, individuals with disabilities, and veterans?
- Did you conduct an annual assessment of your outreach efforts and document your findings?
- Did you identify alternative recruiting sources to improve your results?

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## Postings

- EEO is the Law (federal government poster) and GINA addendum
- Notification of Employee Rights Under Federal Labor Laws (EO 13496), if applicable
- Contractor's Equal Employment Opportunity policy statement
- Contractor's Invitation for individuals with a disability and covered veterans to self-identify



## Accessibility of Workplace and Website

- Accessibility of physical site to individuals with disabilities: parking and entrance, restrooms, application computers/kiosks
- Contractor's career site and online application
  - Is a person with a disability able to complete the application successfully?
  - Does it provide information on how to request for accommodation?

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## Notices and Letters

- EEO/AA employer tagline on job postings and employment application
- EEO clauses in purchase orders and subcontracts
- Letters to covered vendors, subcontractors and suppliers, unions, recruitment sources and linkage groups regarding EEO/AA obligations



## Forms, Policies, and Processes

- Voluntary self-identification forms (pre and post offer)
- Anti-Discrimination policy
- Anti-Harassment policy
- FMLA policy
- Maternity/Pregnancy and Medical Leave policy
- Disability and Religious Accommodation policies
- Selection and hiring process (document it)
- Compensation policy
- Union contracts
- Employment application (ensure it complies with federal and state laws)
- Job descriptions

## Reports and Logs

- Copies of EEO-1 Reports (3 years), VETS 4212 Reports (3 years)
- Applicant Flow logs - test your applicant data for accuracy
- Accommodation log
- EEO complaint and grievance log (including FMLA, LOA, and disability accommodation complaints)
- Training log

## Staffing/Temp Agencies and PEOs

- Ensure that staffing and temporary agencies as well as professional employment organizations comply with your AA/EEO and record keeping obligations and discuss who will maintain necessary information

*Disclaimer: This information is of a general nature. None of the information contained herein is intended as legal advice or opinion relative to specific matter, facts, situations or issues. You should consult with a lawyer about your particular circumstances before acting on any of this information, because it may not be applicable to you or your situation.*

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