



# Not Having an OFCCP Compliance Solution Could Be Devastating to Your Business

## 5 Tips to Ensure You Are Protected



### Is Your Business At Risk?

In recent years, it has become increasingly difficult to keep up with the rapidly-changing compliance regulations from the OFCCP.

But, imagine being faced with a 720-day audit, the risk of fines, a damaged reputation and good employees leaving your company.

Would your business have the means to recover? Are you prepared for an audit by the OFCCP?

These 5 tips will help you gain the peace of mind you deserve to focus on what matters most — your people and your business.



## Tip #1 Know the Requirements & the Law

### List Your Jobs with the ESDS (State Job Banks)

The Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) requires federal contractors to list job openings with the Employment Service Delivery System (ESDS). Part of VEVRAA's purpose is to give veterans the first opportunity to apply for jobs. Make sure you post your jobs on ESDS as soon as they are open and keep them active for as long as you are recruiting.

### Create an Affirmative Action Program

Section 503 of the Rehabilitation Act prohibits federal contractors from discriminating in employment based on disability. Employers are required to take affirmative action to hire, retain, and promote qualified individuals with disabilities (IWDs), set a 7% utilization goal, invite applicants to self-identify as an IWD, and collect data on applicants and hires.



Veterans are a key talent pool in the United States. There are over 22 million veterans in the US and 200K military members separate from the service every year.



Veterans thrive once given an opportunity. They are 39% more likely to move into a leadership position. And, veterans remain with their initial company 8.3% longer than nonveterans<sup>1</sup>.



Businesses that actively seek to employ people with disabilities outperform businesses that do not. Their revenues were 28% higher. The Department of Labor found that employers who embraced disability saw a 90% increase in employee retention<sup>2</sup>.

Source1: <https://news.linkedin.com/2019/January/2019-veteran-opportunity-report-reveals-insights-on-an-overlooked>

Source2: <https://www.business.com/articles/hire-disabled-people/>



## Tip #2

# Connect with Local Community & Diversity Organizations

### Develop an Outreach Strategy

OFCCP's regulations have made outreach to specific types of organizations increasingly important. Community-based organizations provide employment and training services to target populations and connect you with diverse, qualified candidates.

- Veterans
- Individuals with Disabilities
- Minorities
- Women
- State workforce agencies
- One-stop centers
- Diversity organizations
- LGBTQ
- Historically black colleges and universities
- Universities and colleges
- Construction/skilled trades
- Professional/technical
- General business



## \$81 Million

The OFCCP obtained over \$81 million for employees and job seekers who were discriminated against. The highest three-year period on record.

(October 2016-September 2019).<sup>3</sup>

Ignoring diversity is bad for business and your bottom line:

**Diverse companies produce 19% more revenue.\*** \_Boston Consulting Group (BCG)



## Tip #3

# Obtain & Maintain the Right Documentation

### Record Everything

If you are already doing tip #1 and tip #2 but not maintaining records and tracking your compliance efforts, your business is in trouble.

For every position you have open, OFCCP requires that you maintain a record of your applicants and hires, interview notes, tests, test results, and retain these records for two years from the making of the record.

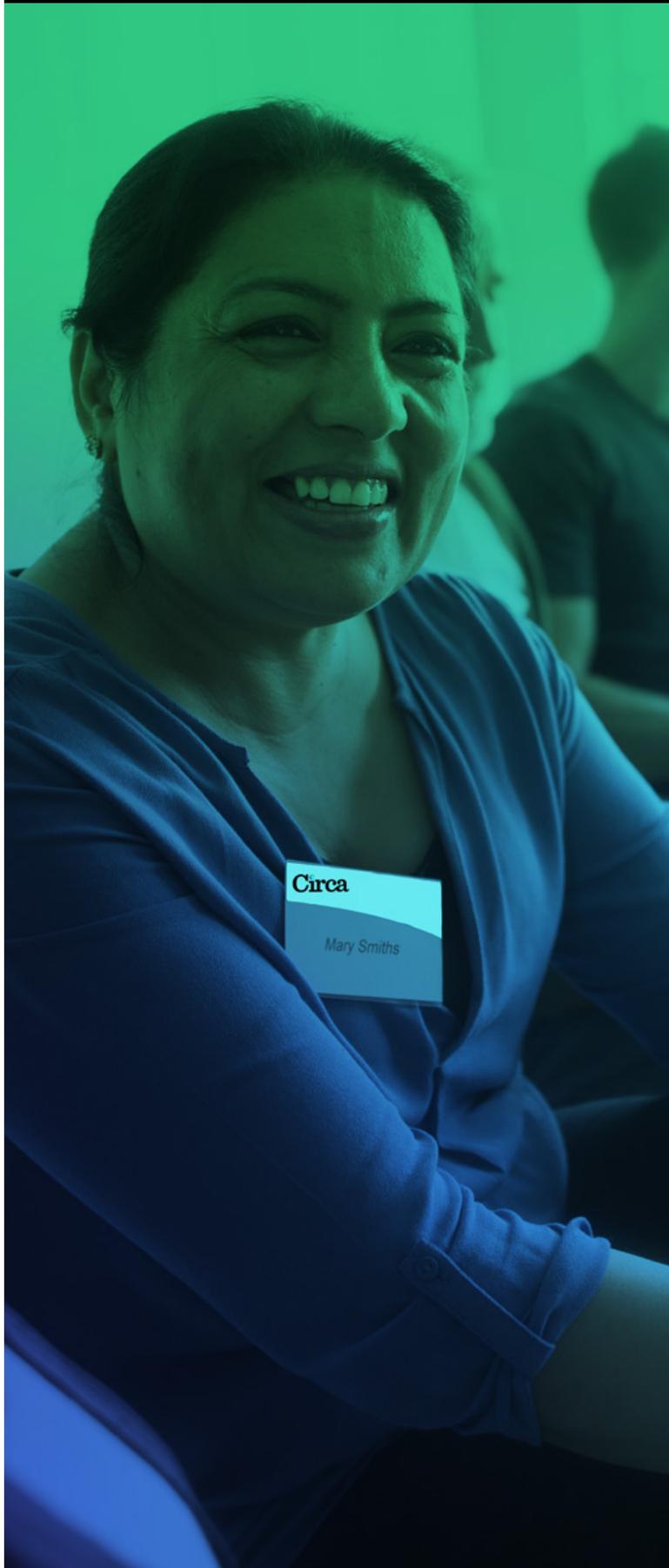
- Save job postings, applications, resumes, tests, and interview notes for each position
- Store individual self-ID records on gender, minority, disability, and protected veteran status
- Maintain a record of your selection and hiring decisions at each stage of your process

In 2019, OFCCP had by far its most successful year in both enforcement and compliance assistance.

**The OFCCP reviewed over 2.8 million workers at facilities for compliance.<sup>4</sup>**



## Tip #4 Hire Locally



### Support Your Community

Hiring from your local talent pool signals to your customers and clients that you're committed to benefiting the community and local economy.

Companies whose workforce mirrors the demographic makeup of the communities they serve understand their markets better and retain more customers.

With talent optimization as the #1 pain point for employer's in 2019\*, it is a critical time for businesses to rethink and refresh their hiring strategies. Do you have a local recruiting strategy in place?

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# +69,000

Over 69,000 employees and job seekers received financial relief from OFCCP. (October 2016-September 2019).<sup>5</sup>

\*2019 Gartner Emerging Risks Survey

Source5: <https://www.dol.gov/ofccp/BTN/index.html>



# Tip #5 Stay Informed & Be Prepared

## Educate Yourself

Not taking the necessary time to understand OFCCP rules puts your company at risk. There are three crucial steps you should take to stay up-to-date on OFCCP regulations.

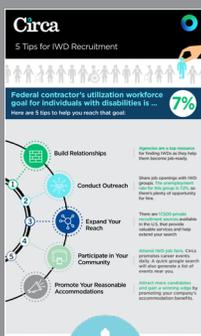
- ➔ **Visit the OFCCP website on a regular basis.** Stay educated on regulation updates. It's your responsibility to protect your business.
- ➔ **Find an expert.** Asking for help is only going to help your business.
- ➔ **Get automated.** Choose an applicant tracking system that ensures OFCCP compliance and provides on-demand reporting, so you are always one step ahead of a potential audit.



## Download these complimentary resources for your business



5 Tips for Veteran Outreach



Tips for IWD Recruitment



Compliance Audit Checklist

# What if your business could have a one-stop compliance solution, **with 100% audit success?**

By partnering with the #1 trusted leader in compliance, we ensure you have the highest level of compliance for your business with:

- All jobs posted to ESDS
- Outreach to 17,500+ community organizations, including 20,000+ contacts
- On-demand documentation and record retention
- Local recruiting solutions

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Join 2,000+ federal contractors who trust us with their compliance needs, and go to **[circaworks.com](https://www.circaworks.com)**



**Hear from our customers**

**“I see Circa as a real partner. When I got audited, I was very happy that I was with Circa.”**

\_Debbie T., Senior HR Compliance Manager for Starkey Hearing Technologies

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**“Circa helps us with our OFCCP compliance. They make sure we are on the sites we need to be on to meet the OFCCP requirements, including the state job boards. In the past, we tried to do it manually. It was just labor intensive and was not working. So, we made a contact with Circa. And, for the last several years, it has been perfect.”**

\_Kevin W., Human Resources Generalist at First Bank

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**“The resources offered by Circa are a huge benefit. But also, the state job board postings that you take care of for us. Your support has brought significant value to our organization.”**

\_Holly M., HR Specialist with Tapestry Technologies