

AAP's ~ Mid-Year Check Up

Best Practices Compliance Tools & Tips OFCCP Updates



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Presenters

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Agenda

Women & Minorities, Protected Veterans and Individuals with Disabilities...Oh My!

- Overview of the various AAP's
- Best Practices for a Mid-Year Check Up

Outreach

- OFCCP Expectations
- Member Tools

OFCCP Updates

- The latest on "The Merger" and OFCCP's FY2018 budget roller coaster.

Q&A

Which AAP's apply to me?

We have more than 50 employees and a *Government Contract of:

<input type="checkbox"/> \$50,000 or more	<input type="checkbox"/> \$50,000 or more	<input type="checkbox"/> \$150,000 or more
We need an AAP for:	We need an AAP for:	We need an AAP for:
Executive Order 11246 Women & Minorities	Section 503 Individuals with Disabilities	VEVRAA Protected Veterans

*Non-Construction

DirectEmployers

Polling Question

How many AAP's does your company have?

- 1) We have a functional AAP
- 2) Under 5
- 3) 6 – 15
- 4) 16 – 25
- 5) 26 or more
- 6) I'm not sure

**Best Practice:
Review AAP Components Mid-Year**

Executive Order 11246 Women & Minorities	Section 503 Individuals with Disabilities	VEVRAA Protected Veterans
METRICS: ➤ Placement Goals	UTILIZATION GOAL: ➤ 7% utilization (per *job group)	BENCHMARK FOR HIRING: ➤ 6.7% hiring (per establishment)
➤ Action Oriented Programs (Good Faith *Efforts)	➤ Action Oriented Programs	➤ <i>Implied</i> Action Oriented Programs
	<input type="checkbox"/> Review of Personnel Processes	<input type="checkbox"/> Review of Personnel Processes
	<input type="checkbox"/> Review of Physical & Mental limitations	<input type="checkbox"/> Review of Physical & Mental limitations
	<input type="checkbox"/> Reasonable Accommodation	<input type="checkbox"/> Reasonable Accommodation
	<input type="checkbox"/> Harassment Prevention	<input type="checkbox"/> Harassment Prevention
	<input type="checkbox"/> External Dissemination of Policy, Outreach & Positive Recruitment	<input type="checkbox"/> External Dissemination of Policy, Outreach & Positive Recruitment
	<input type="checkbox"/> Internal Dissemination	<input type="checkbox"/> Internal Dissemination
	<input type="checkbox"/> Training	<input type="checkbox"/> Training
Internal Audit & Reporting System	<input type="checkbox"/> Internal Audit & Reporting System that Measures Effectiveness	<input type="checkbox"/> Internal Audit & Reporting System that Measures Effectiveness
		<input type="checkbox"/> List openings with ESDS (<i>Local One-Stop Career Centers</i>)
	▪ Annual Data Analysis	▪ Annual Data Analysis

*Efforts = Outreach

DirectEmployers

Polling Question

I am responsible for:

- 1) Talent Acquisition/Recruitment
- 2) Compliance/EEO Administrator
- 3) Both
- 4) Other

EO 11246: Women & Minorities Best Practices Mid-Year

Executive Order 11246 Women & Minorities

METRICS:

➤ Placement Goals

➤ Action Oriented Programs
(**Good Faith *Efforts**)

Best Practice: Run mid year reports:

- How are you doing on your Good Faith Efforts?
- Have you let your recruiters and top-level management know?

What did you say you would do?

***Efforts = Outreach**

- Have you done it?
- Are you doing it?

Clean up Expression of Interest Log!

- Ensure all true “applicants” have a proper status and/or disposition code.
 - Why not an applicant?
 - Why applicant fell out of process (nondiscriminatory reason(s))
- Close evergreen requisitions (ideally every 30 days).

Internal Audit & Reporting System

✓ You are doing it now! Write it down!

Section 503: IWD Best Practices Mid-Year

Section 503

Individuals with Disabilities

UTILIZATION GOAL

➤ 7% **utilization** (per *job group)

➤ Action Oriented Programs

Review of Personnel Processes

Review of Physical & Mental limitations

Reasonable Accommodation

Harassment Prevention

External Dissemination of Policy,
Outreach & Positive Recruitment

Internal Dissemination

Training

Internal Audit & Reporting System
Measuring Effectiveness

▪ Annual Data Analysis

What did you say you would do?

- Have you done it?
- Are you doing it?

Review your career site.

- Is there a way to ask for a reasonable accommodation to apply?
- What happens when you call/email it?

Are policies & procedures in place?

- DE Members: What's in your PRM (Partner Relationship Manager)?
- Where have you gone? What have you done? How effective was it?

Is your EEO poster up? Supplement too?

Do your hiring managers understand their role?

✓ You are doing it now! Write it down!

Best Practice: Run mid year reports:

- (1) The number of applicants who self-identified as IWD
- (2) The total number of job openings and total number of jobs filled;
- (3) The total number of applicants for all jobs;
- (4) The number of applicants with disabilities hired; and
- (5) The total number of applicants hired.



At least once between
year 1 (2014/15) and year 5 (2019/20),
you must remind ee's
they may self-id.

National Disability Awareness Month is October...

What do you have planned?

Visit www.dol.gov/odep/topics/ndeam

DE Members – maximize your benefits!

Reach out to our partners for assistance, support and ideas!

- Autism Speaks
- C5 consulting
- Employer Assistance & Resource Network (EARN) & Workforce Recruitment Program (WRP)
- Easterseals
- Enable America
- National Federation of the Blind
- Cornell University's Yang-Tan Institute
- National Organization on Disability (NOD)
- OurAbility
- Think Beyond the Label
- National Multiple Sclerosis Society

<http://directemployers.org/partners/disability-partners/>

VEVRAA: Protected Veterans Best Practices Mid-Year

VEVRAA Protected Veterans

BENCHMARK FOR HIRING

➤ 6.7% **hiring** (per establishment)

➤ *Implied* Action Oriented Programs

Review of Personnel Processes

Review of Physical & Mental limitations

Reasonable Accommodation

Harassment Prevention

External Dissemination of Policy, **Outreach & Positive Recruitment**

Internal Dissemination

Training

Internal Audit & Reporting System
Measuring Effectiveness

List openings with ESDS (*Local Career One –Stop Center*)

▪ Annual Data Analysis

- DE Members: What's in your PRM (Partner Relationship Manager)?
- Have you contacted the Vet rep receiving your daily job listing?
- Where have you gone?
- What have you done?
- How effective was it?

- ✓ DE Members: Job Listing completed daily for you!
- Non-Members: Are you listing all openings?

Best Practice: Run mid year reports:

- 1) The number of applicants who self-identified as PV's
- 2) The total number of job openings and total number of jobs filled;
- (3) The total number of applicants for all jobs;
- (4) The number of protected veteran applicants hired;
- (5) The total number of applicants hired.

VetCentral Reporting and Confirmations (Members)



Job Order Ad Hoc Compliance Report

Company Name: Member Company Name

FEIN: XX-XXXXXXX

Report for jobs received between 3/1/2015 and 3/31/2015

Report Date: 4/28/2015 8:25:01 AM

Total Jobs: 140

Delivery Confirmed: 10

Pending Delivery: 0

Awaiting Confirmation: 0

Other: 0

Provided by VETcentral: for DirectEmployers Association:

Contact DEA at:

Phone: 866-268-6206

Email: info@directemployers.org

For this job please click on the 'URL to Apply' below.

To open a new browser window, please copy and paste the URL to the URL location of a new browser window.

[Email this Job](#)

Title:	CPG - Supply Chain Analyst (Charleston, WV or Columbus, OH)
Company:	Member Company Name
Location:	Columbus, OH
URL to Apply:	http://my.jobs/2345k1245k2451511415h1132499
Company URL:	http://www.companyname.com/
Employer Job ID:	915796
VETcentral Job ID:	26782606
Description:	VEVRAA Federal Contractor Request Priority/Protected Veteran Referrals EOE Minorities/Females/Protected Veterans/Disabled Contact Email: 2345k1245k2451511415h1132499@my.jobs
	The Supply Chain Analyst reports to the Manager, Procurement Operations. The Supply Chain Analyst is responsible for meeting tactical purchase order fulfillment needs for COMPANY NAME business units. The Supply Chain Analyst is also accountable for expediting orders, resolving invoice disputes and handling material returns to meet business unit purchasing needs. The Supply Chain Analyst collects and analyzes data to build total cost of ownership models, supplier performance, market based pricing for supplier selection and team performance against internal service performance metrics. The Supply Chain Analyst must possess an ability to work in a fast-paced, changing environment and still meet business performance measures, timelines for procurement activities and plan for future material and supplies needs of the business units.
	Fulfills basic order and purchase requests for materials and supplies with established suppliers
	Expedites orders and resolves invoice disputes
	Handles material returns and ensures appropriate credits are applied
	Negotiates prices for materials and supplies with established suppliers
	Monitors and maintains key purchasing data including but not limited to order price lists, lead times, catalogue price lists
	Communicates and keeps team members and business units aware of purchasing alternatives, delivery constraints, costs and benefits
	Identifies cost savings and cost avoidance opportunities
	Performs multiple supplier bid analysis utilizing total cost of ownership
	Adheres to purchasing policies and procedures
	Works with special projects and special analysis involving management directed by Manager/Procurement

Job Title	Job Address	Employer Job ID	Compliance ID	Status	Center Name	Sent to Address	City, State, Zip
CPG - Supply Chain Analyst (Charl	Columbus, OH	915796	16773235	Delivery Confirmed	Central Ohio Workforce Inv	Robert.Okeefe@fs.ohio.gov	Columbus, OH 43
CPG - Supply Chain Analyst (Charl	Charleston, WV	915796	16766158	Delivery Confirmed	Workforce West Virginia - C	workforcefederalcontractor	Charleston, WV 2
CPG - Sr Business Integration Anal	Charleston, WV	915797	16773236	Delivery Confirmed	Workforce West Virginia - C	workforcefederalcontractor	Charleston, WV 2
CPG - Sr Business Integration Anal	Houston, TX	915797	16773237	Delivery Confirmed	THE WORKSOURCE NORTHLI	stanley.brown@tvc.texas.gov	HOUSTON, TX 770
NIS - Area Supervisor Line (Centra	LaPorte, IN	915799	16773365	Delivery Confirmed	LaPorte Sagamore Center	bmoyer@gotoworkonenw.c	LaPorte, IN 46350
NIS - Area S	Monticello, IN 47						
NIS - Pipelin	Columbus, OH 43						
NIS - Pipelin	Washington, PA 1						
NIS - Pipelin	New Castle, PA 1						
NIS - Pipelin	LEMONT FURNAC						
NIS - Pipelin	York, PA 17404-08						
NIS - Intern,	LaPorte, IN 46350						
Field Engine	PITTSBURGH, PA						
NIS Supervi	Fort Wayne, IN 4						
CPG - IT App	Charleston, WV 2						
CPG - Financial Analyst Job Family	Columbus, OH	915785	16743395	Delivery Confirmed	Central Ohio Workforce Inv	Robert.Okeefe@fs.ohio.gov	Columbus, OH 43
CPG - Land Agent 3 - Washington,	Washington, PA	915773	16743394	Delivery Confirmed	PA CareerLink Washington C	saicouns@pa.gov	Washington, PA 1

- OFCCP VetCentral reports available in PDF and Excel formats
- Reports kept on file for 5 years
- Unlimited access, users, and training included in membership.

DirectEmployers

Veterans Day is November 11th...

What do you have planned?



<http://www.naswa.org>

DE Members – maximize your benefits!

Reach out to our partners for assistance, support and ideas!

- Corporate America Supports You (CASY)
- USDOL's Veterans.gov
- DOD's Education & Employment (E2i)
- Military Spouse Corporate Career Network
- Student Veterans of America (SVA)
- U.S. Chamber of Commerce Foundation's Hiring our Heroes
- AMVETS
- Easterseals
- USA Cares

<http://directemployers.org/partners/military-veteran-partners/>

Outreach Best Practices: Tools & Tips

What will the OFCCP accept for outreach?

- No third party outreach
- No more automation – Relationships must be built
- Emails of job listings with no personal communication will not suffice
- Critical evaluation of the effectiveness of outreach efforts is essential
- Are you getting to your 6.7% hiring benchmark for veterans and 7% utilization goal for individuals with disabilities?



Sample Assessment of Outreach and Recruitment Activities

Outreach/Recruitment Activity	Date of Activity	Description	Evaluation
Listed job openings with local Veteran Advocacy Group.	Ongoing	In addition to listing openings with local Employment Service Delivery System (ESDS), openings are also listed with a local Veteran Advocacy Group.	Received 32 applications from protected veterans, of which 4 were hired. This is an effective activity.
Briefing of Vet-Reps in local community college campus	July 15, 2014	Briefed Vet-Reps of Contractor's services and current hiring needs.	Will begin sending job listings to Vet-Reps for assistance in attracting veteran applicants. This is an ongoing effort and we will monitor the success of this initiative.
Participated in Veteran Job Fair	November 13, 2014	Veteran Job Fair was hosted by local veterans' groups, and over 30 employers participated.	Received 25 applications from qualified veterans. Conducted 15 initial interviews. 10 follow-up interviews were scheduled, which resulted in 3 hires. This is a successful outreach effort.

Criteria for Evaluation:

1. Did the activity attract qualified applicants who are protected veterans?
2. Did the activity result in the hiring of protected veterans?
3. Did the activity expand Contractor's outreach to protected veterans in the community?

Partner Relationship Manager: (Members)

Use technology to manage outreach!

The screenshot shows the 'DirectEmployers Association' Partner Relationship Manager interface. At the top, it says 'MyJobs My jobs' and 'Employers'. Below the header, the title 'DirectEmployers Association' is in red. Underneath, it says 'Partner Relationship Manager'. The main heading is 'Add Your First Partner'. There are two buttons: 'Create a Partner' with the text 'Already have the right partner? Enter it here.' and 'NEXT →' below it; and 'Search OFCCP Partner Library' with the text 'Search for and find the right partner for you!' and 'NEXT →' below it.

The screenshot shows a detailed view of the Partner Relationship Manager interface. At the top, it says 'MyJobs My jobs' and 'Employers' with the email 'aj@directemployers.org'. Below the header, the title 'Member Company Name' is in red, followed by 'Partner Company Name'. Underneath, it says 'Overview Back to Partner Relationship Manager'. There are three main sections: 1. 'Most Recent Communication Record' showing 'Staying in touch...' with a date 'Jan 16, 2015, 11:24 a.m. - Email' and 'Created by: aj@directemployers.org', with 'View' and 'Manage Records' buttons. 2. A circular chart showing '442 Contact Records 30 Days' with a 'View Reports' button. To the right of the chart are three statistics: '408 Emails', '28 Phone Calls', and '6 Meetings or Events'. 3. 'Most Recent Saved Search' showing 'Member Company Jobs in City, State' with an 'Inactive' status, 'Sent to: dteaprm@gmail.com', and 'Last sent: Jan 16, 2015, 1:30 p.m.', with 'View' and 'Manage Searches' buttons. At the bottom, there is a section for 'Partner Company Name' with 'Partner Contact Name Primary Contact', 'email@emailaddress.com', and '555-555-5555', with an 'Edit Partner Details' button.

PRM designed to:

- Simplify maintaining partner contacts and tracking outreach efforts.
- Record details regarding hiring activity from a partner.
- Run reports that capture outreach efforts and their effectiveness.
- Pull contacts from the OFCCP's Employer Resource Referral Directory into your database with one click!

1,000+ Job Distribution Partner Sites



DE gets your jobs there

Build the relationships and get the hires!



Analytics (Members)

Secure.my.jobs

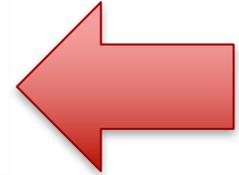
- Employers
- Reports
 - PRM
 - Analytics



A new dashboard allows the user to select either PRM Reports or three report options within Analytics.

Acme Co.

The screenshot shows the 'Acme Co.' dashboard with a 'Reports' dropdown menu. Two options are visible: 'PRM Reports' and 'Analytics'. The 'PRM Reports' option includes a description: 'Monitor and report on the performance of your PRM Instance. Receive information on Partners, Contact and Communication records for specific dates and partners relationships.' The 'Analytics' option includes a description: 'See how your web sites are performing. See which jobs are being viewed and how many visitors your sites are receiving.' Below the 'Analytics' option, there are three sub-sections: 'Job Owner Syndication', 'Site Owner Syndication', and 'Site Traffic', each with a small bar chart icon and a brief description of the metrics they track.



Select any of the options below the Analytics title to view job view metrics.

1. **Job Owner Syndication:** Job view metrics specifically related to the 1,000+ syndicated partner sites and any referring sites.
2. **Site Owner Syndication:** Types of job views on company-owned recruitment marketing sites and job views that occurred initially from referring sites.
3. **Site Traffic:** Analyze performance of .JOBS Career Sites and/or individual company-branded Member Microsites by reviewing page visits and views.

Polling Question

At this point, I feel our AAP's are:

- 1) In great shape! Audit ready!
- 2) Fair, but we have work to do.
- 3) Poor, we have lots to do.
- 4) I'm not sure?

OFCCP Updates



- **The “Merger” is stalled.**
- **OFCCP Budget troubles continue.**
- **What does it all mean?**

QUESTIONS?

Week In Review “WIR”

Mondays – Catch the prior week’s hot topics and breaking news with the



Legal updates with the
“HR Bottom Line”

Keeping you informed and compliant!