

Recruiter Compliance for Federal Contractors eLearning Course

For federal contractors, employees with talent acquisition responsibilities play a critical role in managing OFCCP compliance. Recruiters and hiring managers must be trained to ensure that the commitments outlined in the contractor's affirmative action program are met and maintained. This is whether developing action plans for good faith efforts, managing, tracking, and maintaining hiring process documentation, or posting open positions to diverse job boards. Employees properly trained on OFCCP requirements around the talent acquisition process can greatly reduce a federal contractor's risk of non-compliance and potential monetary penalties, loss of current and future contracts, and even criminal liability.

Course Description

The Recruiter Compliance for Federal Contractors eLearning course is designed for employees responsible for the recruitment, screening, and selection of new hires. The interactive eLearning course introduces affirmative action and a recruiter's responsibilities pertaining to Executive Order 11246, Section 503 of the Rehabilitation Act, and VEVRAA. It also covers the OFCCP's internet applicant regulations and guidance around dispositioning and record-keeping.

This progressive course is made up of three, 20-minute, interactive eLearning modules each built on the concepts from the previous module. The three modules include:

- Recruiter Compliance Overview
- The Internet Applicant Rule
- Dispositioning and Record-Keeping

After taking the full course, learners will be able to:

- Define affirmative action
- Understand the OFCCP definition of an internet applicant
- Assign meaningful disposition codes accurately
- Maintain records that support your selection decisions
- Comply with job listing requirements

Key Benefits

- Maximizes learner participation with engaging, self-paced, anywhere/anytime training
- Automatically documents learner participation and tracks course completions to ensure compliance with federal training requirements
- All courses are Section 508 compliant, SCORM compliant, and accessible across laptops, tablets and smartphones
- Can be configured to include your company branding (logo and background color) and introductory message
- Can be expanded with other essential workforce compliance and diversity eLearning courses offered by Affirmity



Course Length:

One hour total—packaged in three 20-minute eLearning modules



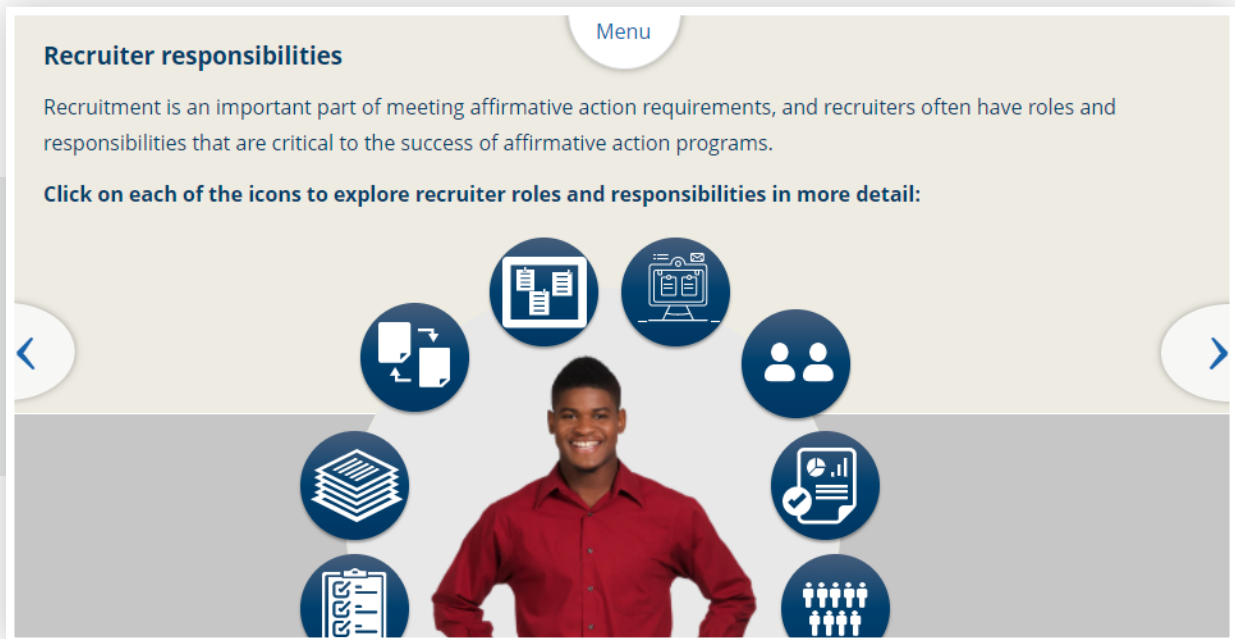
Prerequisites:

None



Intended Audience:

Recruiters, HR administrators, AA/EEO professionals, hiring managers/supervisors



About Our eLearning Courses

Our interactive, research-based eLearning courses are developed by a team of practicing HR compliance professionals and subject matter experts with a broad knowledge of workplace issues and laws.

Other eLearning courses offered by Affirmity include topics covering:

- [Affirmative Action Compliance for Managers](#)
- [Managing Unconscious Bias](#)
- Principles of Diversity, Equity, and Inclusion

About Affirmity

Affirmity, with PDT Global, provides a robust portfolio of software, consulting services, and blended learning solutions that help our clients experience long-term business value gained by a diverse and inclusive workforce, while minimizing workforce compliance risk.

Drawing on more than 45 years of experience, our software, learning solutions, and team of experts guide D&I, HR, and workforce compliance leaders to easily analyze diversity across the organization, identify gaps and insights into causes, develop inclusion strategies, execute learning pathways, and track progress over time.

A part of [Learning Technologies Group plc \(LTG\)](#), Affirmity serves more than 1,200 organizations worldwide.

Contact Us

Find out how Affirmity's eLearning solutions can help you avoid penalties, maximize learner participation, and create an inclusive culture.

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