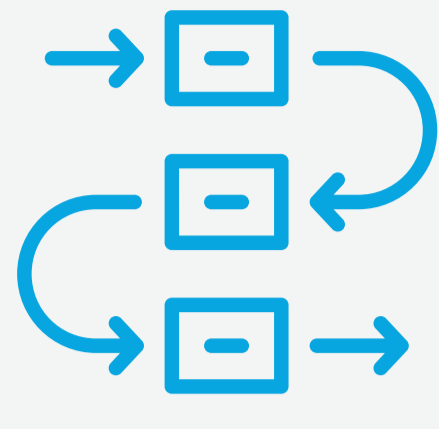


The 4 Key Components of Affirmative Action: Everything Your Solution Needs to Cover

With so much riding on the accuracy of your affirmative action plan, your software and your processes need to be up to the task of recording and accounting for the major components and key variables of effective affirmative action programming. Use this checklist to evaluate new and existing solutions:



1

Plan Creation and Methodology

An AAP requires an ongoing process that must be planned, standardized, and executed with consistency. Without the right process and methodology, you'll be unable to identify and act on any issues undermining your organization. Look for a solution that can:

- Create 100% technically compliant plans
- Auto-generate location-based, functional, management, or diversity plans
- Export updates to your HRIS with ease
- Guide users through the complex planning process
- Ensure audit readiness with a comprehensive, compliant report set
- Adjust for new regulatory requirements
- Export a CSV file that lists individual employee records and compensation data, which is helpful in the event of an audit
- Generate and save separate narratives for females and minorities, individuals with disabilities, and protected veterans
- Monitor progress towards goals and easily prepare adverse impact analyses throughout the plan year
- Generate compensation analyses by location using a variety of models including: regression, cohort, rank-sum, t-test
- Facilitate easy sharing and distribution
- Provide tools to drive manager accountability
- Deliver multi-level reports for managers, detailing plan goals, diversity benchmarks, progress to goals, and potential risks associated with compensation and selection activity
- Automatically prepare EEO-1, VETS-4212, and California Pay reporting
- Provide true ad-hoc reporting capability

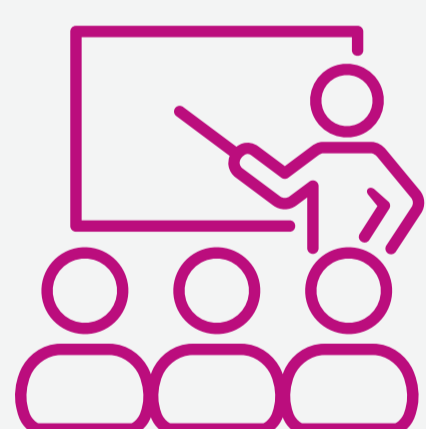


2

Good Faith and Outreach Efforts

Outreach must be action-oriented, supported by detailed documentation, and iterated upon. To make the most of your outreach program and Good Faith Efforts (GFEs), make sure your solution:

- Automates the planning, tracking, and reporting of outreach efforts
- Eliminates manual recordkeeping
- Implements efficient recordkeeping practices to ensure preparedness in the event of an audit
- Tracks your GFEs in regard to recruiting, training, and outreach
- Accumulates at minimum three years of evidence that you're acting on plans and assessing their effectiveness annually
- Screenshots job listings for provided state job bank URLs to use as evidence toward VEVRAA's Mandatory ESDS job listing report requirements
- Supports community and diversity outreach efforts with a wide range of recorded fields, such as:
 - Job title
 - Reference
 - Location
 - Recipient organization's name
 - Date of contact
 - Recipient contact details
- Documents specific aspects of relationship-building efforts with your list of community organizations, such as job fair and open house invites
- Records candidate referrals, including remarks on where candidates were referred from, allowing you to identify whether organizations you work with are delivering candidates
- Manages the state of GFE activities with calendar and email integration
- Includes security and audit features so that administrators can control access to folders and alert notifications
- Tracks accommodations across the organization
- Provides visibility into your level of outreach activity/inactivity across the organization
- Is supported by documentation describing how you arrived at the criteria you use for assessing your outreach
- Is supplemented by the information you collect during your application process



3

Awareness and Training

You must raise awareness of your affirmative action responsibilities, both through providing executive summaries explaining your current positioning, as well as specific training programs on affirmative action and other federally mandated topics. To achieve this, your solution must:

- Include quality and comprehensive content for all key compliance topics
- Allow for customization including text, graphics, quiz questions/answers, and user feedback
- Use employee time efficiently
- Increase engagement through games, videos, and engaging exercises for maximum retention
- Help monitor and record usage or attendance
- Provide a wide variety of courses that are applicable to your compliance program goals
- Offer access options for live training, computers, booklets, tablets, or smartphones
- Give participants the opportunity to obtain continuing education credit for HRCI and SHRM credentials
- Conform to AICC and SCORM LMS standards



4

Risk Mitigation

The consequences of non-compliance—including conciliation agreements and, in extreme cases, consent decrees—will follow if a federal contractor fails to meet its obligations. To mitigate this risk, find a solution that will:

- Mirror OFCCP-style compensation analysis tests
- Give managers visibility and access to your organization's progress toward affirmative action goals
- Contain tools to drive manager accountability
- Identify potential adverse impact in your selection decisions
- Allow you to analyze decisions based on race, gender, veteran status, and disability status in a detailed or summary format
- Provide summary views for management detailing plan activity, progress to goals, and potential risks
- Assess whether or not there are indicators of pay disparity that should be investigated further

Dive deeper into your outreach obligations, recommended processes, and resources in our guide:

[Outreach for Affirmative Action and Beyond: How to Stay Within Tighter Rules While Improving Outcomes](#)

Click the title to download today or head to affirmity.com/resources