

2021

# New Client Handbook

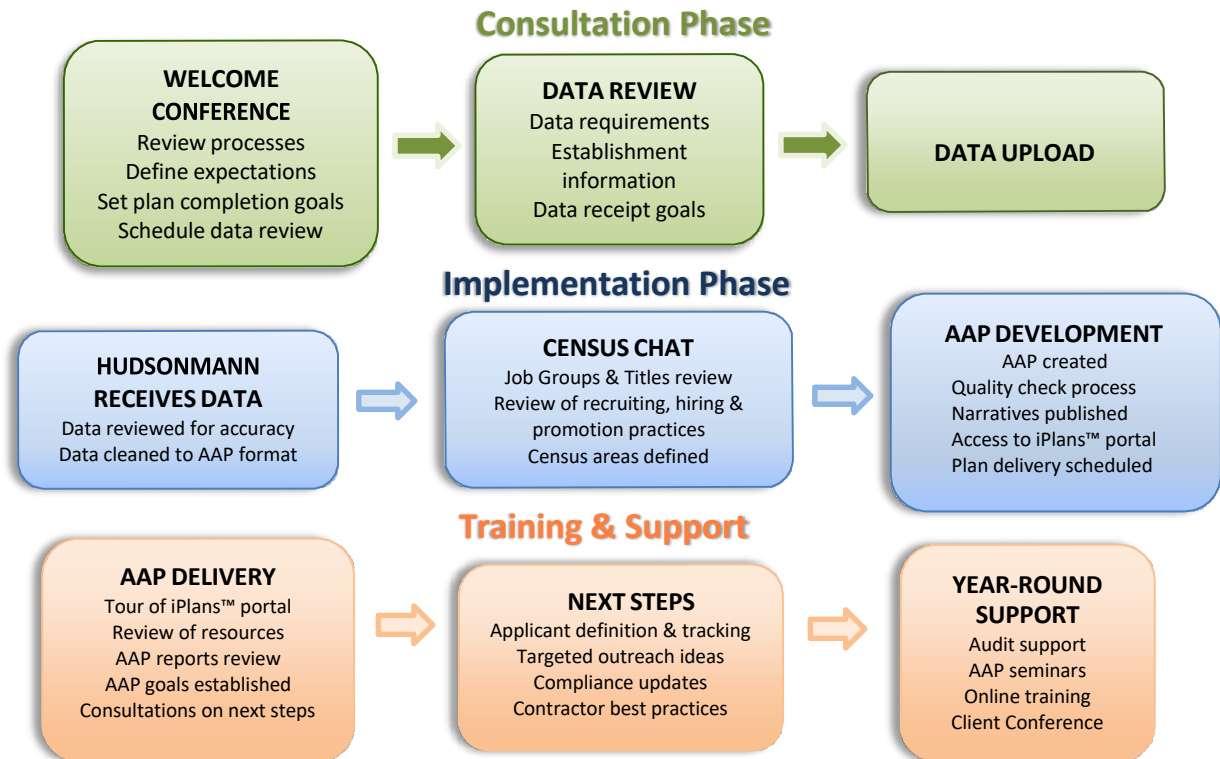
HUDSONMANN



## Welcome to the HudsonMann Family!

This guide is to assist you in developing your federally compliant Affirmative Action Plans (AAP) with the support of your HudsonMann Compliance Specialist.

The lifecycle of HudsonMann support is as follows:



Client needs are all a bit different, so please give us a call as questions arise.

### A. CONSULTATION PHASE

#### 1. Welcome Conference

The focus of your welcome conference is to review services covered, expectations and timelines for completion of your AAPs.

During this conference, topics covered will include:

- Total # of plans
- Total number of employees and locations
- Existing AAP?
- Your prior experience with the AAP process
- EEO-1 & VETS-4212 preparation?
- Are we completing prior year plans?

- Discussion of AAP plan year
- Which HRIS and ATS, if any?
- Request logo
- Discuss secure data upload at <https://hudsonmann.aapcloud.com/main/dataupload>
- Identify who will provide data

If necessary, your Compliance Specialist will review data requirements or schedule a meeting with appropriate personnel.

## 2. Data Review

The purpose of this review is to ensure you understand the data we need to create your AAPs. Documents needed for this conversation will include:

- [Employee Data Format](#)
- [Applicant Flow Log](#)
- [AAP Establishment Information](#)

If you are not very familiar with EEO Categories and Race/Ethnicity Categories, take advantage of our documents:

- [EEO Job Categories and Groups](#)
- [Identification of Race Codes](#)

## 3. Data Upload

Once you have collected your data, please upload to our secure site:

<https://hudsonmann.aapcloud.com/main/dataupload>

## B. IMPLEMENTATION PHASE

### 1. Data to HudsonMann

Your Compliance Specialist and our Data Team will review all required fields within the data spreadsheet. If there are any questions with the data, we will contact you for any corrections, additions or clarification. A quick response from you will ensure the timely completion of your AAPs.

### 2. Data is processed

Once your data has been processed, HudsonMann will initially create a Job Groups and Titles report and email it to you for reference prior to your "Census Chat". You will want to ensure that your Job Titles are in the correct EEO Job Group.

### 3. Census Chat

This call will help us understand the duties and responsibilities of your workforce. We will also discuss your external recruiting areas and internal feeder groups. Before this conversation you may choose to take advantage of this resource:

- [Determining Availability Using Two Factors.](#)

#### **4. AAP Development**

Once your AAPs have been developed and reviewed they are sent through our quality check process. Your reports and AAP narratives will then be made available on your iPlans™ portal <https://hudsonmann.aapcloud.com/index.cfm/Security/login>

### **C. TRAINING & SUPPORT**

#### **1. AAP Delivery**

Your Compliance Specialist will notify you when your plans are available and schedule a call to review.

#### **2. AAP Review**

During the AAP Review your Compliance Specialist will familiarize you with navigation in the iPlans™ portal.

#### **3. HudsonMann Knowledge Base**

Created to provide instantaneous answers to the most frequently asked questions and provide access to the most commonly used templates. You can access it via the iPlans™ portal or here: <http://kb.hudsonmann.com/>

# Navigating the iPlans™ Portal

The screenshot shows the HudsonMann iPlans portal interface. At the top, the HudsonMann logo is on the left, and 'My Account' and 'Logout' links are on the right. Below the logo is a navigation bar with 'Home', 'Account Management', 'Uploads', and 'System' menus. A red '1' is placed over the 'Account Management' menu. Below the navigation bar are dropdown menus for 'Partner' (set to HudsonMann) and 'Company' (set to HudsonMann, Inc.).

The main content area is divided into three columns. The left column is titled 'OFCCP News' and contains three news items: '3 Ways to Lose Millions to OFCCP', 'Does My Company Need an Affirmative Action Plan?', and 'OFCCP Updates Veteran Hiring Benchmark'. A red '2' is placed over the first news item. The middle column is titled 'iPlans' and contains a list of folders for various locations: -AAP Toolbox, Baton-Rouge, Burn-Ridge, Chesapeake, Cookville, Dayton, Hastings, Home, Houston-5, Houston-9, Kalamazoo, Lynchburg, Memphis, Moosic, Phillipsburg, Pittsburgh, Remote-Locations, Scranton, Springville, and Sulphur-Springs. A red '3' is placed over the 'Cookville' folder. The right column is titled 'Resources' and contains a 'Knowledge Base' section with a search bar and a 'Tools' section with a video player for 'Internet Applicant'. A red '4' is placed over the 'Resources' title, and a red '5' is placed over the 'Tools' section.

At the bottom of the page, there are two buttons: 'Archive all plans for the year: 2005' and 'Restore all archived plans for the year: 2008', both with 'Submit' buttons.

1. User Administration
  - a. Assign new Users for access to the portal. Remember, Users only have access to the folders that you designate. \*\*\*Company Administrators are also responsible for deleting Users if they leave the company.
  - b. Change your password for access to the portal
2. HR News: news pertinent to the Federal contractor community
3. AAP iPlans™ folders: year-round access to your AAPs
4. Resources: Access to the HudsonMann Knowledge Base
5. Tools: Video Training modules

Topics included in the AAP Delivery will include:

- Executive Overview
- AAP goals for coming year
- Ongoing compliance obligations

### 3. Year-round support

- [Applicant definition and tracking](#)
- [Audit support](#)
- [Training offerings](#)
- [OFCCP New Regulations Compliance Checklist](#)

Thanks for choosing HudsonMann as your compliance partner.

Please give us a call anytime you have questions.

**843.884.5557**