Affirmative Action Program for Veterans

***4212 Evaluation of Outreach and Other Required Reviews***

**Evaluation of Effectiveness of Outreach and Recruitment Efforts**

Date of Evaluation

As part of our evaluation of our outreach and recruitment efforts towards veterans, we have reviewed progress towards the hiring benchmark, the number of job seekers that have self-identified as protected veterans, and the quantity and quality of outreach sources.

Our veterans hiring rate for the preceding AAP year was ##%. The overall percentage of job seekers that self-identified as veterans was ##%. A total of ## job seekers self-identified as protected veterans.

Additionally, we have identified a number of outreach sources that are targeted towards veterans. Please see the *Outreach & Recruitment Chart* below which includes an assessment of each activity completed in the prior AAP year.

**Review of Personnel Processes**

On <date of review> we reviewed our personnel processes to determine whether our programs provide careful, thorough and systematic consideration of protected veterans. Based upon this review, <company> will modify the personnel processes when necessary, and will include the development of new procedures in this affirmative action program to ensure equal employment opportunity. To date, no modifications have been necessary.

**Review of Job Descriptions**

Physical and mental job qualifications of all jobs were reviewed on *<date of review>* to ensure they do not tend to screen out qualified protected veterans. No qualification requirements were identified and all job qualification requirements were found to be job-related and consistent with business necessity and safety.

**Outreach & Recruitment Chart**

[Edit the sample table below (adapted from OFCCP’s sample AAP) as appropriate or include your own outreach evaluation of each effort. Consider including a source analysis from your applicant flow logs.]

|  |  |  |  |
| --- | --- | --- | --- |
| **Outreach/Recruitment Activity**  | **Date of Activity**  | **Description**  | **Evaluation of Each Activity** |
| Listed job openings with local veteran advocacy group | Ongoing | In addition to listing openings with local Employment Service Delivery System (ESDS) as required by the VEVRAA regulations, openings are also listed with a local veteran advocacy group |   |
| Briefing of Vet-Reps at local community college campus | July 15, 2014 | Briefed Vet-Reps regarding FCI’s services and current hiring needs. FCI will begin sending job listings to Vet-Reps for assistance in attracting veteran applicants. |   |
| Participated in Veteran Job Fair | November 13, 2014 | Veteran Job Fair was hosted by local veterans’ groups, and over 30 employers participated. |   |
|  |  |  |  |
| **Criteria for Evaluation:**  |  |  |  |
| 1. To what extent did the activity attract qualified protected veteran applicants?  |
| 2. To what extent did the activity result in the hiring of qualified protected veterans?  |
| 3. To what extent did the activity expand our outreach to protected veterans in the community?  |
| 4. To what extent did the activity increase our capacity/capability to include protected veterans in its applicant pool and workforce? |

Based on these factors, we determine that the totality of our outreach efforts towards veterans is/is not effective in identifying and recruiting qualified protected veterans.

[if totality of efforts is found to be not effective, include the following:] Since we have determined the totality of efforts not to be effective, we will implement the following alternative efforts: [include list]