# Affirmative Action Program for Individuals with Disabilities

***Section 503 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 individuals with disabilities, we have reviewed the following criteria: progress towards our placement goals, the number of job seekers that have self-identified as individuals with disabilities, and the quantity and quality of outreach sources.

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

Additionally, we have implemented a number of outreach efforts that are targeted towards individuals with disabilities. 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 individuals with disabilities. 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 individuals with disabilities. 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.]

SAMPLE

|  |  |  |  |
| --- | --- | --- | --- |
| **Outreach/Recruitment Activity** | **Date of Activity** | **Description** | **Evaluation of Each Activity** |
| Annual meeting with State Vocational Rehabilitation Service Agency (SVRA) | 15-Nov-1 | Will provide information regarding (INSERT ORGANIZATION NAME) job openings to SVRA starting January 1, 2015. |  |
| Listing of jobs with Employment One-Stop Center | Recurring | All jobs are posted with Employment One-Stop Career Center |  |
| Briefing of Local Disability Advocates (LDA | 1-Sep-14 | Briefed representatives of LDA, a local disability advocacy group, regarding (INSERT ORGANIZATION NAME) services and job opportunities, and provided A (INSERT ORGANIZATION NAME) facility tour. |  |
|  |  |  |  |
| **Criteria for Evaluation:** |  |  |  |
| 1. To what extent did the activity attract qualified applicants with disabilities? | | | |
| 2. To what extent did the activity result in the hiring of qualified individuals with disabilities? | | | |
| 3. To what extent did the activity expand FCI’s outreach to individuals with disabilities in the community? | | | |
| 4. To what extent did the activity increase FCI’s capacity/capability to include individuals with disabilities in its applicant pool and workforce? | | | |

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

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