

Annual AAP Compliance Checklist

A Comprehensive AAP Checklist to Review Your Processes and Level of Compliance

Ongoing

Recruiting:

- Conduct and document [good faith outreach](#) efforts towards *veterans* and *individuals with disabilities* for each AA location (Keep this documentation for three years).
- Review areas of underutilization for Minorities and Females and [document good faith](#) recruiting efforts in these areas.
- Ensure [mandatory job listings](#) in manner appropriate to your [Employment Service Delivery System](#) (ESDS). Provide additional company information to [appropriate ESDS](#) (60-300.5a(4)) [Self-ID forms](#) (pre and post offer)

Policies and Postings:

- “[EEO is the Law](#)” poster for applicants and employees and “[EEO is the Law Supplement](#)”.
- Update [EEO Policy Statement](#) annually and post it along with policy manual and EEO notices.
- Include [Equal Opportunity \(EO\) clause](#) and NLRA clause is in sub-contracts and purchase orders.
- Provide written notice of AAP obligations to subcontractors (60.741.44(f)) and labor organizations with which you have a collective bargaining agreement of non-discrimination obligations. [Download sample notification statement.](#)
- Update job ads to spell out your EEO policy-On page 6 of the [EEO Tag Line in Employment Advertising.](#)
- [Online accessibility statement](#)
- [Keep posted applicable federal and state law posters](#)
- [Pay Transparency Policy Statement and Poster \(EO 13665\)](#)
- [EO 13496 poster NLRA](#)

Employment Processes:

- Ensure and document reasonable accommodations for applicants and employees with disabilities ([including online applicants](#)). We recommend maintaining a specific log for any accommodations requests

Annually

Audit & Reporting:

- Review and address any areas of adverse impact in new hire, termination or promotion activity
- Update AAPs
 - Conduct annual [Veterans and IWD](#) analyses (keep for 3 years)
 - Conduct an [evaluation of outreach and good faith efforts for Veterans and Individuals with Disabilities each year](#) (Section 503 Evaluation of Outreach form for Individuals with Disabilities and VEVRAA Evaluation of Outreach form for Veterans)
 - Review your Audit and Reporting systems and Personnel Processes.
 - Review and document job descriptions analysis, especially physical and mental job requirements
- File and retain copies of EEO-1 Reports (3 years) and VETS 4212 (1 year), if required
- Perform compensation analysis to ensure compliance with Equal Pay regulations

Periodically

- [Survey employees](#) using disability self-ID forms at least every 5 years; At least once during the intervening years between these invitations, you must remind your employees that they may voluntarily update their disability status.