# Ongoing

Recruiting:

Conduct and document [good faith outreach](http://kb.hudsonmann.com/what-are-affirmative-action-good-faith-efforts/) 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](http://kb.hudsonmann.com/how-do-i-document-outreach/) recruiting efforts in these areas.

Ensure [mandatory job listings](http://hudsonmann.com/ofccp-job-posting-requirements/) in manner appropriate to your [Employment Service Delivery System](http://jobbankinfo.org/) (ESDS). Provide additional company information to [appropriate ESDS](http://hudsonmann.com/ofccp-job-posting-requirements/)  (60-300.5a(4))

[Self-ID forms](http://kb.hudsonmann.com/what-forms-do-i-need-for-applicants-to-self-id/) (pre and post offer)

Policies and Postings:

“[Know Your Rights](https://www.eeoc.gov/poster)” poster for applicants and employees

Update [EEO Policy Statement](http://kb.hudsonmann.com/wp-content/uploads/2018/05/EQUAL-EMPLOYMENT-OPPORTUNITY-POLICY-STATEMENT.docx) annually and post it along with policy manual and EEO notices.

Include [Equal Opportunity (EO) clause](http://hudsonmann.com/mandatory-subcontract-and-purchase-order-language/) 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](https://hudsonmann.com/wp-content/uploads/2014/01/Notification-of-Equal-Employment-Opportunity-and-Affirmative-Action-Policy.docx).

Update job ads to spell out your EEO policy-On page 6 of the [EEO Tag Line in Employment Advertising.](https://www.dol.gov/sites/dolgov/files/ofccp/CAGuides/files/Postings&NoticesGuide-CONTR508c.pdf)

[Online accessibility statement](http://kb.hudsonmann.com/how-do-we-ensure-online-accessibility-for-individuals-with-disabilities/)

[Keep posted applicable federal and state law posters](http://kb.hudsonmann.com/where-can-i-find-the-eeo-is-the-law-posters-and-supplements/)

[Pay Transparency Policy Statement and Poster (EO 13665)](http://kb.hudsonmann.com/how-do-i-comply-with-the-new-pay-transparency-rules/)

[EO 13496 poster NLRA](https://www.dol.gov/olms/regs/compliance/EO13496.htm)

Employment Processes:

Ensure and document reasonable accommodations for applicants and employees with disabilities ([including online applicants](http://hudsonmann.com/section-503-rehabilitation-act/)). 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](http://kb.hudsonmann.com/what-are-the-new-regulations-for-veterans-and-individuals-with-disabilities-that-came-out-march-24-2014/) analyses (keep for 3 years)

Conduct an [evaluation of outreach and good faith efforts for Veterans and Individuals with Disabilities each year](https://kb.hudsonmann.com/what-tracking-and-outreach-do-i-need-for-disabled-and-veterans/)  (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](http://kb.hudsonmann.com/how-do-i-resurvey-my-workforce/) 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.