# 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%26NoticesGuide-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.