

OFCCP Midwest Region Pre-Onsite Request

1. List of current employees with name, race, gender, job group, job title, date in job title, veteran status, disability status and whether the individual will be available during the onsite and shift/hours of work. Please send this electronically within three to five business days.
2. An overview of the selection process. Please send this electronically within five business days.
3. Voided blank purchase order/purchase agreement with the appropriate EEO/AA clauses that are submitted to subcontractors and vendors.
4. Examples of external advertisements from the past two years which include the EEO tag line.
5. Employment application and inserts for each position.
6. New employee orientation package.
7. Current EEO policy statement.
8. Self identification form.
9. When are individuals given the opportunity to self-identify race, gender, veteran status and disability status?
10. Listings with the state employment service.
11. Copies of the VETS-100/100A Form for the past two years.
12. Names of individuals who have identified themselves as individuals with a disability and covered Veterans. A notation of any accommodations(s) made for the named individuals should also be provided. If any of these individuals were applicants who were not hired, please identify the job title and reason for failure to hire. If any of these employees have terminated, please identify their most recent job title, termination date, and reason for the termination. Please provide this electronically within three to five business days.
13. Personnel policies and procedures (including in employee handbooks) regarding requests for reasonable accommodation.
14. Copies of FMLA requests for the past two years.
15. Copies of USERRA or EEO complaints for the past two years.
16. Copies of all grievances filed regarding reasonable accommodation, disability or veteran status for the past two years.
17. Copies of any documents providing information to applicants regarding VEVRAA and reasonable accommodation process.
18. Where have you posted the location and hours during which the AA may be reviewed by employees and applicants? Provide documentation.
19. Do you require a pre/post-employment physical? If yes, please describe all medical restrictions, the jobs they pertain to and detail any instances of individuals who have been rejected for positions based on medical examination results.
20. When were the physical and mental requirements for your various job titles last reviewed to ensure relevance and to ensure that no one has been screened out of consideration for non-job-related reasons? Please provide any documentation available.
21. If any of your position descriptions contain medical restrictions, please provide copies for all such job titles. Please provide details explaining the reasons for medical restrictions.
22. Employee manuals, handbooks, including benefits booklets, and a sample of recent employee publications.
23. Documentation of any meetings conducted where affirmative action/equal employment opportunity was discussed during the past two years with a list of attendees.

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24. Documentation of any management training on AA/EEO during the past two years with a list of the attendees.
25. Documentation of the notice to vendors and subcontractors of their obligations under Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Act of 1974, as amended (38 USC 4212), and the implementing regulations at 41 CFR Chapter 60.
26. EEO related articles from newsletters or papers including focus on covered veterans and individuals with disabilities.
27. Copy of union contract, if applicable.
28. Notification to parties with whom you have a collective bargaining agreement of their EEO obligations.
29. Position descriptions for all jobs.
30. Postings and Employee Notices required by 41 CFR Chapter 60 (Executive Order 11246, as amended; Section 503 of the Rehabilitation Act of 1973, as amended (Section 503); and 38 U.S.C. 4212 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (VEVRAA)).
31. Recruitment Efforts/Good Faith Efforts:
Documentation of all recruitment and other action-oriented programs (good faith efforts) undertaken during the past two AAP years to secure qualified job applicants who are individuals with disabilities and covered veterans. Recruitment at educational institutions to reach potential applicants who are qualified covered veterans and individuals with disabilities. Recruitment of qualified covered veterans and individuals with disabilities during company career days and /or related activities in the community. Affirmative action steps taken to attract qualified covered veterans through the nearest Veterans Administration job placement program. Explain what the recruitment entailed. What happened with the referrals from these organizations? Were they hired? Documentation should include letters sent to recruitment sources over the past two years.
32. Recruitment Efforts/Good Faith Efforts:
Documentation of all recruitment and other action-oriented programs (good faith efforts) done on an on-going basis in order to achieve utilization goals for job groups where minorities and females have been underutilized during the past two AAP years. Explain what the recruitment entailed. What happened with the referrals from these organizations? Were they hired? Documentation should include copies of letters sent to recruitment sources over the past two years seeking qualified female/minority candidates.
33. What is the record retention/destruction policy for employment records?
34. Provide a copy of the record retention/destruction policy for employment records.
35. Are there any exceptions to the policy (i.e. records are retained longer if a claim is filed; the routine destruction policy is not implemented when the company receives a scheduling letter, etc.)?
36. Who is responsible for implementing the record retention/destruction policy?
37. How is notice given when a claim is filed or a scheduling letter is received so that individuals responsible for the implementation know to not destroy records pursuant to the policy?