

HUDSONMANN



AFFIRMATIVE ACTION PLAN OUTSOURCING CHECKLIST

The following services are included for each AAP for one annual fee.

SERVICE	HUDSONMANN	OTHER VENDOR
Consultation Phase		
Conference to explain all services	◆	
Determine number and type of AAPs required	◆	
Assist with identification of Job Groups if required	◆	
Submit data format requirements to IS or Human Resources Dept.	◆	
Ensure proper applicant definition	◆	
Determine plan year dates	◆	
Implementation Phase		
Receive employee data from client	◆	
Review data to ensure accuracy	◆	
Match positions to SOC codes in 2010 census	◆	
Determine recruiting areas using 2010 census (Factor 1)	◆	
Define lines of progression for internal census (Factor 2)	◆	
Define internal and external factor weights	◆	
Identify responsible personnel for each plan	◆	
AAP setup and delivery via iPlans™ web portal	◆	
Women and Minorities AAP		
Provide complete narrative for Women and Minorities AAP	◆	
Job Groups and Titles	◆	
Job Group Analysis	◆	
Availability Analysis	◆	
Utilization Analysis	◆	
Placement Goals	◆	
EEO Workforce Analysis	◆	
Problem Area Identification (Executive Overview)	◆	
Diversity Profile and Analysis	◆	
Personnel Activity Tables	◆	
End of Year Report on Goals	◆	

Women & Minorities AAP (continued)		
Impact Ratio/Adverse Impact Analysis	◆	
Analysis of Prior Year's AAP	◆	
Applicant Analysis	◆	
All applicable personnel rosters	◆	
Disabled and Veterans AAP		
Provide complete narrative for Disabled and Veterans AAPs	◆	
Self-identification forms for Disabled and Veterans	◆	
Activity, Complaint, Recruiting, and Accommodation logs for Disabled and Veterans AAP	◆	
All applicable personnel rosters	◆	
Utilization Analysis for Individuals with Disabilities	◆	
Veterans hiring benchmark analysis		
Year-Round Support		
Telephone support	◆	
HRCI certified AAP Seminars	◆	
Annual client conference	◆	
HRCI Certified online training for Managers and Supervisors	◆	
OFCCP updates newsletter	◆	
OFCCP Audit Support		
Desk audit of plan prior to submission	◆	
Address areas of concern	◆	
Provide audit preparation training materials	◆	
Create duplicate binder for OFCCP	◆	
Work directly with OFCCP during desk audit phase if requested by client	◆	
Additional reporting if required by OFCCP	◆	
Additional Services Included If Requested		
EEO-1 Reports	◆	
VETS-4212	◆	
Mid-year electronic managerial reports	◆	
Compensation Analysis by Job Groups and Positions	◆	
Special report requests from municipalities	◆	
Consolidated "Corporate Executive Overview"	◆	

This checklist is provided so that you may compare our services with those of other vendors.