

Affirmative Action Planning Calendar

December

- Gather workforce data needed to update AAP(s)
- Gather applicant, hire, promotion, termination data for prior 12 month period
- Identify and document "good faith effort" to achieve prior AAP goals, if needed
- Review, update current personnel practices and policies supporting the AAP
- Evaluate record keeping for applicant information

January

- Complete AAP for 2001 by month-end
- Conduct AAP Strategy Session to identify and prioritize staffing and other workforce issues with others in HR
- Develop action-oriented plans to achieve current goals
- Prioritize outreach activity to be goal driven and results-oriented
- Identify individuals responsible for AAP strategies

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Affirmative Action Planning Calendar

February

- Brief HR on company AAP performance
- Brief managers on company AAP performance
- Vendors and subcontractors notified of AAP obligations
- Recruiting sources notified regarding company AAP EEO policy

March

- Gather hires, promotions, terms, applicants, for Q1 AAP reporting
- Prepare Quarterly AAP Performance Report to include:
 - (a) performance to current AAP goals
 - (b) monitor personnel actions for 'adverse impact'
 - (c) evaluate outreach and action programs

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- April**
- Q1 AAP performance reported to management
 - Required federal EEO/AAP posters and notices monitored/posted on company intranet and employment lobby
- May**
- Complete employee survey regarding community outreach activities
 - Survey employees – disabilities, veterans information
- June**
- Gather hires, promotions, terms, applicants for Q2 reporting
 - Prepare Quarter 2 AAP Performance Report for HR and managers
- July**
- List all relevant open positions with AJB or state agency
 - Q2 AAP Performance reported to managers
 - Continue monitoring 'adverse impact' areas, as needed

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Affirmative Action Planning Calendar

August

- Internal audit process

September

- Ensure all open positions include a review of mental and physical job requirements

- Develop 'reasonable accommodation' response procedures

- Produce and file EE0-1 Report with Joint Reporting Committee by September 30th, for all U.S. sites

- VETS-100 submitted to VEVRA by September 30th

October

- Q3 AAP Performance reported to HR and managers

- Perform analysis of Performance to AAP Goals to determine if mid-course correction needed to achieve AAP goals

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Affirmative Action Planning Calendar

November

- Review company I-9 process to ensure accuracy. Establish reminder procedure for individuals with expired work permits or visas
- Check newly-acquired companies to ensure AAP status is current

December

- Ensure college recruiting results are included in applicant information for prior year
- Ensure company philanthropy for minority, disabled, veterans, and women organizations is accessible
- Gather applicant, hire, promo, term data for Q4
- Report company AAP performance with a 'look back'
- Gather workforce data to update AAP for 2000; resurvey with new demographic information

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