



DELIVERING STRATEGIC SOLUTIONS ACCA'S 2000 ANNUAL MEETING PREPARATION CHECKLIST FOR OFCCP AUDIT

- **Review on site notification letter**
 - **Compile data and information requested:**
 - payroll information
 - personnel files
 - salary data and comparisons
 - resumes
 - employment applications
 - narrative discussion of achievement of prior
year's goals
 - adverse impact data and explanations
 - **Once compiled, review all data gathered and conduct self-audit**
 - "best-case" scenario, conduct self-audit annually, if not quarterly
 - Executive Order and regulations require self-audit
and identification of problem areas.
 - **Where problem areas exist, take action-oriented steps to resolve them.**
 - salary deficiencies
 - adverse impact
 - goal achievement
 - **Confer with HR, Outside Counsel, EEO Officer**
 - **Present material to OFCCP staff in a "user-friendly" manner.**
 - Conform to OFCCP Compliance Manual
 - SCRR - Standard Compliance Review Report
 - saves time, resources and aggravation
 - **Confirm required posters can be seen by applicants & employees**
 - Invitation to Disabled Individuals
 - Invitation to Vietnam - Era and Special Disabled Veterans
 - EEO Policy
 - **Compile and review recent EEO-1 and Vets 100 reports**

- **Prepare Senior Management for Compliance Review -
especially if Glass Ceiling Audit pending**
 - interviews of high-level executives
- **Review pending EEOC and state administrative agency / discrimination claims.**
- **Recent OFCCP Efforts**
 - Glass Ceiling Initiative
 - Dubray Compensation Analysis
 - Equal Opportunity Survey
 - Equal Pay Act initiative
- **Proposed changes to 41 C.F.R. Part 60-2**
 - Replacing the workforce analysis with a one-page organizational profile;
 - Simplifying the 8 factor availability analysis to 2 factors; and
 - Reducing the number of required elements of the AAP from 10 to 4.

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