

# Carla Irwin & Associates, Inc.

815.254.0690



- *Strategy*
- *Plan Development*
- *Implementation*
- *Training*
- *Audit Support*



Carla Irwin & Associates, Inc.



cirwin@hrlinkgroup.com

## CONSULTING SERVICES

### ■ *Affirmative Action Program (AAP) Strategy*

- Are you a Federal Contractor?
- Determination of Plan Structure
- Roles and Responsibilities
- EEO-1 & Vets-100
- Do I outsource or use internal resources?

### ■ *AAP Design, Development & Implementation*

- Design:
  - Analysis of Applicant and Affirmative Action Job Group Definition
  - Affirmative Action Job Group Definition
  - Census Code Assignment
  - Align systems and policies to meet Affirmative Action needs
- Development:
  - Organizational Profile
  - Job Group Analysis
  - Availability Analysis
  - Incumbency v. Availability
  - Goals
  - Progress Toward Goals
  - Impact Ratio Analysis for personnel activity – applicants, hires, terminations, promotions and transfers
  - Compensation Analysis
- Implementation
  - Executive Summary and Presentation for Managers
  - Good Faith Efforts Assessment and Advice
  - Quarterly Monitoring
  - Sample Forms & Letters
    - ~ AAP Narratives – Women/Minorities & Veterans/Disabled
    - ~ Letter to Recruitment Sources
    - ~ EEO Policy Statement
    - ~ Anti-Harassment/Discrimination Policy Statement
    - ~ Self-Identification forms
    - ~ Disposition Codes

### ■ *OFCCP Audit Support*

- Mock audits to prepare for OFCCP compliance review
- Full-Service Support
  - Prepare and analyze desk audit submission
  - Manage OFCCP on-site visit
  - Negotiating closure of compliance review

### ■ *Affirmative Action Training*

- Affirmative Action Basics
- Data Clean-Up for AAP Preparation
- Understanding your AAP Reports
- AAP Implementation
- Internet Applicant



*An Alliance of HR Consultants*