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# Special Report for HR Professionals

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## OFCCP's CORPORATE SCHEDULING ANNOUNCEMENT LETTER – SOME FACTS

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The Office of Federal Compliance Programs (OFCCP) has been using a special letter to notify large contractors that multiple establishments may be audited in the coming year. But, why alert someone that they will be checked to be sure they are in compliance? Why not just send a Scheduling Letter and start the audit?

Before Charles James arrived at OFCCP as its National Director, contractors were never told that they were on the list of potential compliance evaluations for the coming year. OFCCP simply sent out Scheduling Letters and expected contractors to be ready at a moment's notice.

Mr. James changed that procedure in recognition of the complexities large contractors face in managing their affirmative action programs (AAP). Some contractors have hundreds of AAP establishments. It's not uncommon for those federal suppliers to have compliance evaluations in many establishments each year. The contractors were faced with having many compliance evaluations to manage in distant parts of the country, all happening at the same time. And, to make matters worse, the number of establishments audited in any given year could rise to nearly 100. The burden on contractors was unreasonable.

So, a new procedure was developed that alerts contractors to the "possibility" they will have compliance reviews during the coming year in specific establishments that are identified by the Federal Contractor Selection System (FCSS). And, some more reasonable parameters have been established to somewhat lessen the burden on contractors.

Any contractor that will experience two or more compliance evaluations in the coming year should receive a letter from OFCCP that is called the "Corporate Scheduling Announcement Letter." It is designed to allow contractors to better manage the audit process. With this notification, contractors are better able to obtain financial and managerial support for activities associated with shepherding the audits that will most likely be scheduled during the year.

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## MENTORING RESOURCE KIT NOW AVAILABLE AT HR WEB STORE

Tough economic times mean it is critical that organizations know in advance their leadership will perform as expected. Knowing comes from observing and guiding. Those things happen through formal mentoring programs. But, how is a productive mentoring program set up? How are participants chosen to be a part of the program?

These questions and many more are answered by Margo Murray in her acclaimed ***Mentoring Resource Kit***. For decades, Ms. Murray has been recognized as the national expert on mentoring programs. She has guided employers in this country and abroad in setting up mentoring efforts that have paid off with substantial returns from successful selections.

Comprehensive guidelines for each phase of designing, implementing, and evaluating a mentoring process.

Mentoring is about passing on experience and skills to save time, costs, and redundancy. The ***Mentoring Resource Kit*** passes on to you critical tools for establishing effective mentoring relationships. It contains guidelines, worksheets, job aids, checklists, and tips for success and they are all reproducible.

The kit also includes Ms. Murray's best selling book, *Beyond the Myths and Magic of Mentoring: How to Facilitate an Effective mentoring Process*. And, two DVDs contain examples of how to conduct a mentoring briefing as well as how to negotiate your mentoring agreement and discussing a development plan.

Don't leave selection of your future leadership to chance. Get your mentoring program going today with this outstanding package.

<http://www.hrwebstore.com/products/MentoringKit.htm>

**OFCCP continued from Page 1**

Just because one of the contractor's establishments doesn't appear on the list of upcoming compliance evaluations doesn't mean it is guaranteed not to have an audit. As the year progresses, things change. If red flags start waving in the face of OFCCP, they will send a scheduling letter even though the establishment wasn't on the Corporate Scheduling Announcement Letter listing. One red flag, of course, is a sudden high level of discrimination complaints coming from that establishment.

So, if you have two or more establishments, you might be subject to this procedure. OFCCP has placed a ceiling of 25 on the number of audits it will conduct with any given contractor in any given year. Managing the audit process for 25 AAP establishments is still a daunting task for any organization.

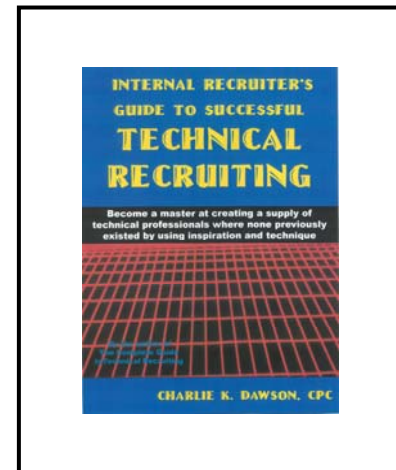
<http://www.dol.gov/esa/ofccp/regs/compliance/faqs/csalfaqs.htm>

## *Internal Recruiter's Guide to Successful Technical Recruiting*

Anyone responsible for internal technical recruiting will find this book invaluable. It tells you how to:

- Develop an internal process and hiring manager relationships
- Enlisting help of other departments
- How to actually recruit successfully
- Effective interviewing
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## EEOC VICE CHAIR STEPS ASIDE

Leslie Silverman, Vice Chair of the Equal Employment Opportunity Commission (EEOC) has ended her six-year tenure as a member of the Commission.

In an interview with the Bureau of National Affairs on August 27<sup>th</sup>, Ms. Silverman said she is pleased by EEOC's progress on a reinvigorated systemic case program that she guided through an agency task force to unanimous Commission approval in 2006.

She said an increase of nearly threefold in Commissioner's charges as of mid-2008 compared with two years earlier, more systemic investigations under way in EEOC field offices, the hiring of paralegals, investigators, and experts detailed to systemic cases, and training on systemic issues for EEOC employees all are signs that the initiative is taking hold. She said she is even more gratified by the enthusiasm with which EEOC employees have embraced the new approach.

Silverman's departure on August 29<sup>th</sup> leaves the agency with four members: Chair, Naomi Earp and Commissioner Constance Barker, both Republicans, and Commissioners Stuart Ishimaru and Christine Griffin, both Democrats. Under Commission rules, the five-member body is composed of three representatives from the same party as the President and two representatives from the other party.

No replacement has been nominated for Ms. Silverman's seat and none is expected in the remainder of President Bush's term in office. Since Senate confirmation is required, there would likely be no action taken in that body should a nomination come forward.

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One of the side benefits of the systemic investigation program according to Silverman is the closer coordination among EEOC's field offices. In the past they used to pursue somewhat independent agendas and now they are sharing resources and pursuing common goals. There is cross-training and investigation team effort that never used to exist.

Separately, in a cost cutting move, the agency has voted 3-2 to contract with a single vendor for Internet hosting services, rather than several different government agencies and private sources.

[SOURCE: *EEOC Compliance Manual*, Number 360, September 30, 2008, The Bureau of National Affairs, [www.bna.com](http://www.bna.com)]

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