

Sample Company Workforce /Diversity Job Special Provision Action Plan

Item One

Human Resource will actively pursue local area recruitment agencies for assistance in identifying, qualified female and minority applicants. Our current relationships with the local career centers such as _____ will help improve our exposure.

(COMPANY) will seek opportunities to attend or participate in local career fairs.

(COMPANY) will /has established relationships with local career center or recruiting agencies, such as _____ that recruits in the minority community. Although outside of our current recruiting area for this particular project, we have established relationships with these groups due to their knowledge of the minority and women workforce and to request their advice/assistance as to further means of improving our recruitment strategies.

Item 2

Recruitment through internal referrals may be a successful means of recruiting qualified, targeted female and minority employees.

Appropriate notices will be disseminated to current employees and posted _____ accessible to potential applicants. Activities will be monitored and documented by appropriate Human Resource staff and the company's EEO Officer.

Item 3

(COMPANY) will review other avenues for contact or outreach within the county, city, state where we can build relationships to assist with recruitment of qualified workers. Determine available training agencies/organizations that can assist with this effort

Item 4

(COMPANY) will train and reinforce management staff's awareness on the workforce plan of this company, including the hiring policies and efforts to recruit and retain female and minority candidates and employees.

(Company) may conduct meetings for management staff to assure appropriate training regarding the company's Equal Employment Opportunities and Affirmative Action policies. Appropriate staff members will be proactive in helping the company to meet or exceed the goals of the project by the following activities: