



Outreach Management Solution

Developing Relationships with America's Job Exchange

What we know about today's Office of Federal Contract Compliance Programs (OFCCP) is that they have intensified audits for federal contractors. The official audit letter from OFCCP now requests twice as many deliverables as in the past; this request must be responded to within 30 days. Today's average audit duration is 18-24 months. Whether it be a desk or onsite audit the burden of proof of compliance rests on record keeping and the quality of data the audits contain.

From America's Job Exchange's (AJE's) experience supporting customers with audits, and speaking with many of our labor relations partners, we've recognized that there is an increased scrutiny directly related to inconsistent outreach efforts conducted by federal contractors. The type of outreach defined by the OFCCP is vague in detail; however, outreach efforts can be summarized as the creation and continued rapport building of relationships between federal contractors and the community organizations in which are receiving your job postings. We also recognize that the OFCCP is looking for documentation of these outreach activities, as well as the progress and evaluation of your efforts.

AJE anticipated this change and as a solution, we created our Outreach Management Solution. Our Outreach Management Solution allows our customers direct access to AJE's 6500 contacts in our partner network. This information can be used for direct outreach to these partners whom work with diverse groups of job seekers. The activities performed to develop outreach relationships can all be recorded simply and effortlessly right within the Outreach Management Solution, as opposed to relying on manual processes. Recording activities allows AJE customers to easily track and evaluate outreach efforts and prove OFCCP compliance.

Connect with Our Network of Partners

The first step in establishing these community relationships is by establishing rapport with contacts within the desired

organizations that have received your postings. AJE's Outreach Management Solution database is loaded with full contact information of individuals located at each of our 6500 partner organizations comprised of Community Based Organizations (CBOs) and One Stop Career Centers located throughout the United States. All you need to do is define your search criteria by location, type of organization (Disability, Women's Services, Veterans and more), select 'Find Centers' and that's it! A compiled list of Job Centers, based on your search criteria will populate.

This empowers customers to target their outreach efforts and work on the goals of their Affirmative Action Plans (AAP). Once you locate your targeting organization, our Outreach Management Solution will provide names and email addresses, telephone number, website address and the physical location of the organization, so you can easily reach out and start creating a relationship.

Taking Networking a Step Further

AJE's Outreach Management Solution has put all of your outreach research in to one easy-to-use system, saving HR professionals valuable time spent searching endlessly for ways to engage with local organizations. Being able to send an email or place a call is a great way to make introductions and begin working together. AJE knows that being able to enhance and broaden your company's relationships with specific organizations has mutually fruitful benefits.

Our Outreach Management Solution takes your ability to engage a step further with our Events database right within the Outreach Management Solution screen. The search criteria is similar to our Contact section. You can choose the Event Type that interests you (ex. Conference, Job Fair, etc.), diversity focus, state and city.

Keeping Record is Vital

OFCCP will require proof of your outreach activities during an audit. AJE has simplified the recording process, right inside the Outreach Management Solution. We have added a one-click Add Activity feature for recording each individual action. Selecting the Add Activity link prefills the entry form based on the details provided in that section. All that is required before recording the activity is selecting your rating of the event. If your company wants more detail than what is provided, we created a few extra fields that can be populated for review and comparison later. The level of granularity is yours to decide.

Reporting and Evaluating Your Outreach Activities

Reviewing your HR data is critical. Waiting for an audit is already too late to start this. To assist you with your outreach evaluation, AJE's Outreach Management Solution will create exportable PDF or Excel files reports on demand. Reviewing your outreach data will provide instant insight into your companies outreach activities and the effectiveness of its engagement. If you notice that ratings or a specific activity within a partner organization are not optimal, then you can make quick changes; find an activity that works and scale it, decide if different types of engagement might be better suited, or even choose to reach out to other groups in the area. In contrast, if activities are highly rated by your HR team members,

then this validates the activity you're conducting and it's ROI. You can choose what best suits the needs of your company, what fits with your annual AAP goals and the cross selection of candidates your efforts are producing.

We have an entire team dedicated to keeping contact information up-to-date and continuously adding events into our system. Our team will even add events and contacts supplied by our customers, for the benefit of all our users.

Effective outreach is an essential part of all Affirmative Action Plans. OFCCP auditors have put great emphasis on proving you have conducted direct outreach. Relationship building with CBOs and One Stop Career Centers, recording interactions and reporting on all these activities is paramount. Doing all of this manually and spending hours online searching for contact information and local events is an unnecessary time waster and valuable resources could be better used elsewhere. Your time and energy can be geared to relationship building conducive to meeting your compliance initiatives and extending these benefits across your network.

Choose confidence and peace of mind for your organization's OFCCP compliance needs.

For more information about AJE and our OFCCP compliance solution, contact a sales consultant at [1-866-926-6284](tel:1-866-926-6284) or sales@americasjobexchange.com.

The screenshot displays the AJE Outreach Management Solution interface. The top navigation bar includes 'Dashboard', 'Job Activity', 'OFCCP Distribution', 'Local Outreach', 'My Resumes', and 'Account'. The main content is divided into two panels: 'Find Job Centers' and 'Outreach Activities'.

Find Job Centers Panel:

- Enter Location: BOSTON, MA
- Select Organization Type: All (dropdown menu includes Disability, Diversity, Education, LGBT)
- Search Radius: 50 miles
- Button: FIND CENTERS
- Summary: 74 Job Centers Found
- Table Headers: TOTAL, LOCATION, ORGANIZATION TYPE, RADI
- Table Row: 74 Job Centers Found, BOSTON, MA, All, 50 mi

Job Centers Panel:

- Section: NH WORKS Nashua | Nashua, New Hampshire
- Section: ACCION FOR BOSTON COMMUNITY DEV | Wilmington, Massachusetts
- Office Type: Veterans
- Address: 178 tremont st, Wilmington, MA 02111, 617-357-6000
- Contacts: lprintz@americasjobexchange.com
- Button: ADD OUTREACH ACTIVITY
- Map: Shows location near Tremont St, Woburn, MA 01801
- Section: MA DET/VETERAN STAFF | Andover, Massachusetts

Outreach Activities Panel:

- Select Job Center Type: All (dropdown menu includes Disability, Diversity, Education, LGBT)
- Select A State: Entire United States (dropdown menu includes Alaska, Alabama, Arkansas, American Samoa)
- Select A City: All (dropdown menu includes 7777777, Acmar, Attleboro, Augusta)
- Search A Date Range: 06/21/2017 to 07/20/2017
- Button: SUBMIT
- Summary: 10 Activities Found
- Table Headers: TOTAL, ORGANIZATION TYPE, STATE, CITY, DATE
- Table Row: 10 Activities Found, All, All, All, Last 30 Days (06/21/2017 - 07/20/2017)

Results Panel:

DATE	ACTIVITY TYPE	JOB CENTER	JOB CENTER TYPE	ADDRESS	CONTACT	RATING	NOTES
07/20/2017	Face to Face Meeting	asdasdasd	Diversity	new york, NY	testing	Unsuccessful	
07/19/2017	Community Event	asdad	Religious,Seniors,Vocational Rehab,Veterans,LGBT,One-Stop Career Center,Women's Services,Native Americans,Disability,Other,Diversity,Education	Newton, NY	Testing Contact	Unsuccessful	asdf asdf