

Affirmative Action Plan Services

HR professionals have busy workloads and preparing an Affirmative Action Plan (AAP) is complex and time consuming. Melita's experienced AAP Team stays up-to-date on the latest AAP compliance requirements, OFCCP audit trends, and are a comprehensive source for information.

The AAPs developed by Melita are comprised of a comprehensive narrative and include the following required reports, all complete with data and statistical spreadsheets and color charts:

- Workforce Analysis;
- Job Group Analysis;
- Utilization/Availability Reports;
- Annual Goals and Adverse Impact Reports analyzing hires, promotions, terminations and applicant flow;
- Goals Progress Report that measures the company's efforts at meeting the previous year's goals;
- Plan Year Analysis with a written summary of the status of each job group within the company to identify underutilization and adverse impact; and
- Executive Summary that gives a complete overview of the company's performance within the EEO classifications.

The Melita AAP Team will guide clients through the process of what data to collect for the AAP, work with clients on a one-on-one basis as needed and are available by phone for any questions about implementing the AAP. Most importantly, should clients be contacted by the OFCCP, the Melita AAP Team is on hand to provide support.

Throughout the process, sample formats and templates are provided to clients for reference in collecting AAP data. This data consists of all hires, terminations and promotions for a one year period prior to the AAP start date. Once clients have provided all of the required, accurate data, the Melita AAP Team can complete the AAP within a thirty (30) day period provided to clients in both hard copy and CD.

AAP Team

The Melita AAP Team has extensive expertise working with all types of AAPs, including Single Establishment, Multi-Establishment and Functional Plans. The team has worked with a wide variety of clients that range from large multi-state corporations, with over 30,000 employees, to small, 50+ employee firms. Industries represented by client companies include hi-tech, electronics, software, manufacturing, health care, biotech, title companies, banks, real estate services and consumer home-buying services.

Melita has established long-term working relationships with the many firms who have come to rely on the AAP Team's expertise and ability to provide clients with a comprehensive AAP.

CONTACT INFORMATION

Contact HR Services today for more information:

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HRConsultant Network Member