

# WORKFORCE GOALS

## GOOD FAITH EFFORTS GUIDELINES

As a government contractor your company should demonstrate good faith efforts to increase the pool of qualified minority and female candidates for hiring or promotional opportunities. If established goals are not met, Hennepin County will make the final determination as to whether sufficient good faith efforts were made.

Good faith efforts are:

- Not an afterthought
- Prompt corrective action taken when the company becomes aware goals are not being met
- Determined by the totality of circumstances
- Based on the quantity, quality, and timeliness of applicable efforts

### **Good faith efforts guidelines**

1. **Prohibition of Discrimination:**
  - a) Ensure and maintain a working environment free of harassment, intimidation, and coercion at all sites, and in all facilities where employees are assigned to work, with specific attention to minority and female individuals.
2. **Recruitment:**
  - a) Establish and maintain a current list of minority and female recruitment sources.
  - b) Provide written notification to minority and female recruitment sources, community organizations, and unions of job openings.
  - c) Maintain records of all recruitment communications.
3. **Employee Tracking: Maintain job applicant information:**
  - a) Full Name
  - b) Address
  - c) Telephone number and email
  - d) Recruitment source
  - e) Action taken with respect to the application
4. **Trainings:**
  - a) Develop and/or provide on-the-job training opportunities for minorities and female trainees.
  - b) Maintain a record of trainees.
5. **Internal dissemination of AA/EEO policy:**
  - a) To all employees annually.
  - b) Post on bulletin boards where it is accessible to all employees
  - c) Union agreement
  - d) Company newsletter

- e) Job posting advertisements
  - f) Company annual report document
  - g) Company handbook policy
6. **External disseminate of AA/EEO policy:**
- a) in minority and female news media advertisement
  - b) in subcontracting opportunities.
7. **Review, at least annually:**
- a) The AA/EEO policy statement and affirmative action obligations with all employees having any responsibility for hiring, assignment, layoff, termination, or other employment decisions.
  - b) Specific review of these items must also be made with onsite supervisory personnel such as superintendents, general foremen, etc., prior to the initiation of construction work at any job site.
  - c) A written record shall be made and maintained identifying the time and place of these meetings, persons attending, subject matter discussed, and disposition of the subject matter.
8. **Additional requirements:**
- a) Ensure seniority practices, job classifications, work assignments and other personnel practices do not have a discriminatory effect. Continually monitor all personnel and employment related activities to ensure that the AA/EEO policy and the Contractor's AA obligations are being carried out.
  - b) Ensure all facilities and company activities are non-segregated except separate or singleuser toilet and necessary changing facilities shall be provided to assure privacy between the sexes.
  - c) Document and maintain record of subcontracting opportunity for minority and female contractors and suppliers.
  - d) Conduct a review, at least annually, of all supervisors' adherence to and performance under AA/EEO policy and obligations.

**These guidelines are not intended to be mandatory checklist or a complete list of all potential good faith efforts. All employment practices regarding good faith efforts must be collected and maintained in your employment files for at least two (2) years.**