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## **Records Required for EEOC/OFCCP Compliance**

*Presented as a fast paced yet informative one hour WEBINAR on Wednesday, June 4<sup>th</sup> at 11:00 AM CST (Noon Eastern) and repeated on June 18<sup>th</sup>, and July 9<sup>th</sup> and 23<sup>rd</sup>*

***\$65.00 PER ATTENDEE***

This webinar focuses on what records an employer must keep for whom and for how long for both the Equal Employment Opportunity Commission and the Office of Federal Contract Compliance requirements. Each record keeping requirement is a result of an act or regulation set in place by the EEOC or OFCCP and as a result the following information must be presented:

### **EEOC Compliance**

- Application
- Resume
- Interview Notes
- Notes from Managers on the candidate
- Offer letter/rejection letter
- Background Verification Report
- Applicant Log
- Record of differentiation of applicants from job seekers
- Personnel Reports
- Payroll Records
- Employee Benefits Plan

### **OFCCP Compliance**

- Affirmative Action Plan
  - o Update
  - o Retention
- EEO Report (100 or more employees)
- Records for VEVVRA
- Records for Section 503 (disabilities)
- Vets 100 or 100A

These sessions will be lead by Milt Cotter, CEO of CRI. Milt has been a nationally recognized leader in the Human Resources arena in the government sector and private industry for over 50 years. For more information about this, and CRI's other webinars, visit [www.criuniversity.com](http://www.criuniversity.com)

**To register online for this webinar, please visit [www.criuniversity.com](http://www.criuniversity.com) or call Nicole Simon, Conference Coordinator, at (800) 328-1940 x 102**