

On-The-Job (OJT) Training Good Faith Efforts

Contractors must provide documentation of the following actions, as a minimum, to meet the OJT Good Faith Effort requirements:

1. Establish and maintain a list (with contact information) of recruitment sources likely to yield minority and female employment candidates (examples: Local NH Employment Security offices, private employee referral sources, trade organizations, trade schools and community groups when applicable.)
2. Provide written notification to the above minority and female recruitment sources detailing OJT employment opportunities available and qualifications desired. Maintain a record of each organizations response. (Note: All recruitment efforts to fill OJT requirements must be timely with respect to the Contractor's Acknowledgement and Statement of Intent - OJT Form 1.)
3. Maintain a file containing the names, addresses and telephone numbers of each minority and female applicant identified as a walk-in applicant, recruitment source referral, current employee referral, or by any other means. Detail what action was taken with respect to each applicant and why.
4. Advertise OJT employment opportunities in publications available to minorities and women in the area where the project work force would normally be derived.

Additional examples of Good Faith Efforts may include, but are not limited to:

- Develop in-house employment referral incentives to identify minority and female applicants.
- Contact current minority and female employees to assist and identify potential minority and female applicants.
- Review and follow-up on previously received applications for employment from minorities or women when applicable skilled positions are available.
- Upgrade current minority and female employees from unskilled positions to skilled training classifications when possible.
- Contact the NHDOT Office of Federal Compliance for assistance with OJT recruitment.

On-The-Job (OJT) Training Corrective Action Plan Guidelines

The purpose of a Corrective Action Plan is to ensure Contractors have procedures in place to conduct recruitment through public and private recruitment sources likely to yield qualified minorities and women OJT candidates. The Contractor must provide the following:

- Provide a list (with contact information) of recruitment sources likely to yield minority and female employment candidates. (Examples: NH Employment Security, private employee referral sources, trade organizations, trade schools and community groups when applicable.)
- Identify Contractor personnel responsible for OJT recruitment. Provide example of a recruitment letter for use when notifying recruitment sources of available OJT positions.
- Provide example of method to be used for tracking recruitment sources, names, addresses, telephone numbers and actions taken for all minority and female applicants.
- Provide an example of job advertisement to be used in local media when recruiting OJT candidates.