

Outreach Management Solution

Developing Relationships through America's Job Exchange

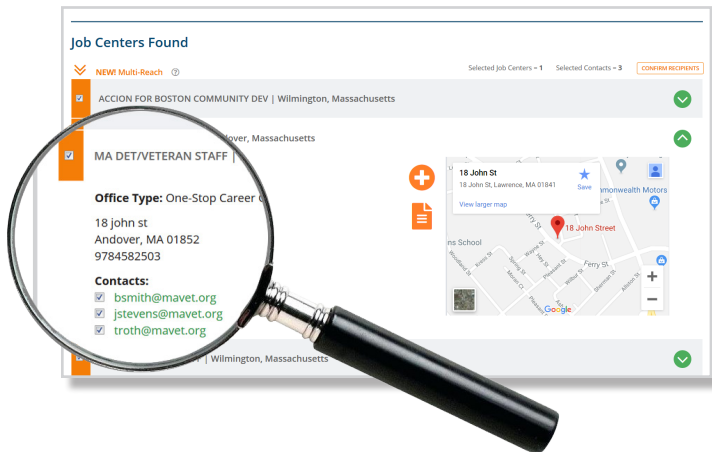
The Office of Federal Contract Compliance Programs (OFCCP) has increased and intensified audits for federal contractors. Whether it be a desk or onsite audit, the burden of proof of compliance rests on record keeping and the quality of data the audits contain.

There is an increased scrutiny directly related to required outreach efforts. Outreach efforts can be summarized as the creation and continued rapport building of relationships between federal contractors and the community organizations which are receiving your job postings. The OFCCP is looking for documentation of these outreach activities, as well as the progress and evaluation of your efforts.

AJE created our Outreach Management Solution to allow our customers direct access to AJE's 9000+ contacts and events in our partner network. This information can be used for direct outreach to partners who 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. 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 creating these community relationships is establishing rapport with contacts within the desired organizations that have received your postings.



AJE's Outreach Management Solution database is comprised of Community Based Organizations (CBOs) and One Stop Career Centers located throughout the United States. Simply 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 tool empowers customers to target their outreach efforts and work on the goals of their Affirmative Action Plans (AAP). Once you locate your targeted organization, our Outreach Management Solution will provide names and email addresses, telephone number, website address and the physical location of the organization. Sending an email directly from our tool, or placing a call, are great ways to make introductions and begin working together. And our new multi-reach functionality makes it easy to email multiple contacts at once, so you can easily reach out and start creating relationships.

Taking Networking a Step Further

AJE's Outreach Management Solution puts all of your outreach research into one easy-to-use system, saving HR professionals valuable time spent searching endlessly for ways to connect with local organizations. AJE knows that being able to enhance and broaden your company's relationships with specific organizations has mutually fruitful benefits.

Events Found					
Event Title	Event Date	Diversity Type	Event Type	Address	Actions
Orange County Job Fair	04-30-2019		Job Fair	201 East MacArthur Blvd., Santa Ana, CA 92704	📍 🔍 +
Phoenix Diversity Job Fair	04-30-2019		Job Fair	427 North 44th Street, Phoenix, AZ 85008	📍 🔍 +
Dayton Career Fair	04-30-2019		All	33 East Fifth Street, Dayton, OH 45402	📍 🔍 +
Indianapolis Career Fair	04-30-2019		All	31 W Ohio St, Indianapolis, IN 46204	📍 🔍 +

Our Outreach Management Solution takes your ability to engage a step further with our Events listings right within the Outreach Management Solution screen. You can choose the Event Type that interests you (ex. conference, job fair, etc.), diversity focus, state and city and get the information needed for participation in events across the country.

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. We also make it easy to upload activities done outside of the AJE solution to create a single record company-wide of outreach activity. Uploaded activity can also be rated. 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.

Outreach Activity Import

You can easily import your outreach activities into your account by using the links below.

1. First download our Excel template.
2. Next simply fill in your activity and import...that's it!

PLEASE NOTE: This feature will add new activity for each line in the file.

Download Template

Click button below to download your Excel template.

DOWNLOAD

Import Activity

Choose File No file chosen

UPLOAD

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 company's 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 its 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.

Date	Activity Type	Organization	Organization Type	Address	Contact	Rating	Created By	
04/12/2019	Email	Hutchinson Community College-Newton	Disability,Diversity,One-Stop Career Center,Veterans,Women's Services	Newton, KS		Unknown	AJRE...	
04/12/2019	Email	Hutchinson Community College-Newton	Disability,Diversity,One-Stop Career Center,Veterans,Women's Services	Newton, KS	vigin.gonditi	Unknown	AJRE...	
04/11/2019	Email	Hutchinson Community College-Newton	Disability,Diversity,One-Stop Career Center,Veterans,Women's Services	Newton, KS		Unknown	AJRE...	
04/11/2019	Email	Hutchinson Community College-Newton	Disability,Diversity,One-Stop Career Center,Veterans,Women's Services	Newton, KS	vigin.gonditi	Unknown	AJRE...	

AJE has 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** or sales@americasjobexchange.com.



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