

Good Faith Efforts are specific actions that employers and sponsors can take to fulfill their EEO/AA responsibilities. Examples of “good faith efforts” follow:

### **General: To promote equal opportunity and achieve a work place that is free of discrimination.**

- Communicate your commitment to EEO/AA to all employees.
- Ensure that employees and applicants are aware of nondiscrimination policies and procedures; post policies in a visible location.
- Ensure that departmental processes, procedures, and systems are nondiscriminatory and free of bias.
- Process and/or maintain EEO/AA records in accordance with established procedures.
- Ensure that reasonable accommodations are made for disabled employees.
- Take appropriate and timely action when there’s been an allegation of sexual harassment.
- Attend workshops to enhance your knowledge in this area.

### **Recruitment: To ensure opportunities for all qualified applicants, including underutilized groups.**

- Identify affirmative action placement goal(s) for all job openings.
- Make efforts to attract a large and diverse pool of qualified applicants, particularly inclusive of groups associated with affirmative action recruitment goals.
- Develop a contingency plan if the initial recruitment effort does not bring in a sufficiently diverse pool. However, it is best to make your initial recruitment as inclusive as possible.
- Allow sufficient time, including extension of recruitment, to recruit a diverse applicant pool (a two week time period may not be enough).
- Design customized flyers and letters to invite applicants.
- Send out flyers and letters far in advance, announcing when the application period will be posted to give organizations time to post and disseminate information to their members.
- Ensure that outreach efforts also encourage qualified applicants with disabilities and covered veterans.

### **Selection: To hire the most qualified applicant using a fair and nondiscriminatory process.**

- Review the selection process to ensure that it treats each applicant fairly and consistently. Review the interview format and questions for possible bias. Consult with a diverse group of individuals.
- Ensure that reasonable accommodations are made to applicants needing them.
- Assess all applicants using the same selection criteria.
- Consider all skills that qualify the applicant, including experience with actual tasks as well as transferable skills, when reviewing job applications.
- Interview as many applicants as possible to increase opportunity.
- Use competency-based interviewing techniques.
- Eliminate interview questions that are not job related. Keep written records of all applicants interviewed and be certain that the information recorded relates to the individual's ability to perform the duties. .
- Ensure that selection panel members discuss the impact of common biases such as stereotyping, unsubstantiated first impressions that may influence a decision, and assessments based on different "comfort levels" with people of dissimilar groups.
- Document the selection process fully. Retain all records (selection criteria, interview questions/notes, reference check questions/notes, and the completed Interview Data Form).