



# HR GUMBO

**a vibrant conference centered around how HR, AAP, Inclusion, and Pay Equity intersect to create a beautifully balanced work culture.**



# Strategic Synergy

Aligning AAP with Standard Business  
Operations

# Speakers



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# Our big 5:

Self identification

Applicants

Training

Outreach

Accommodations

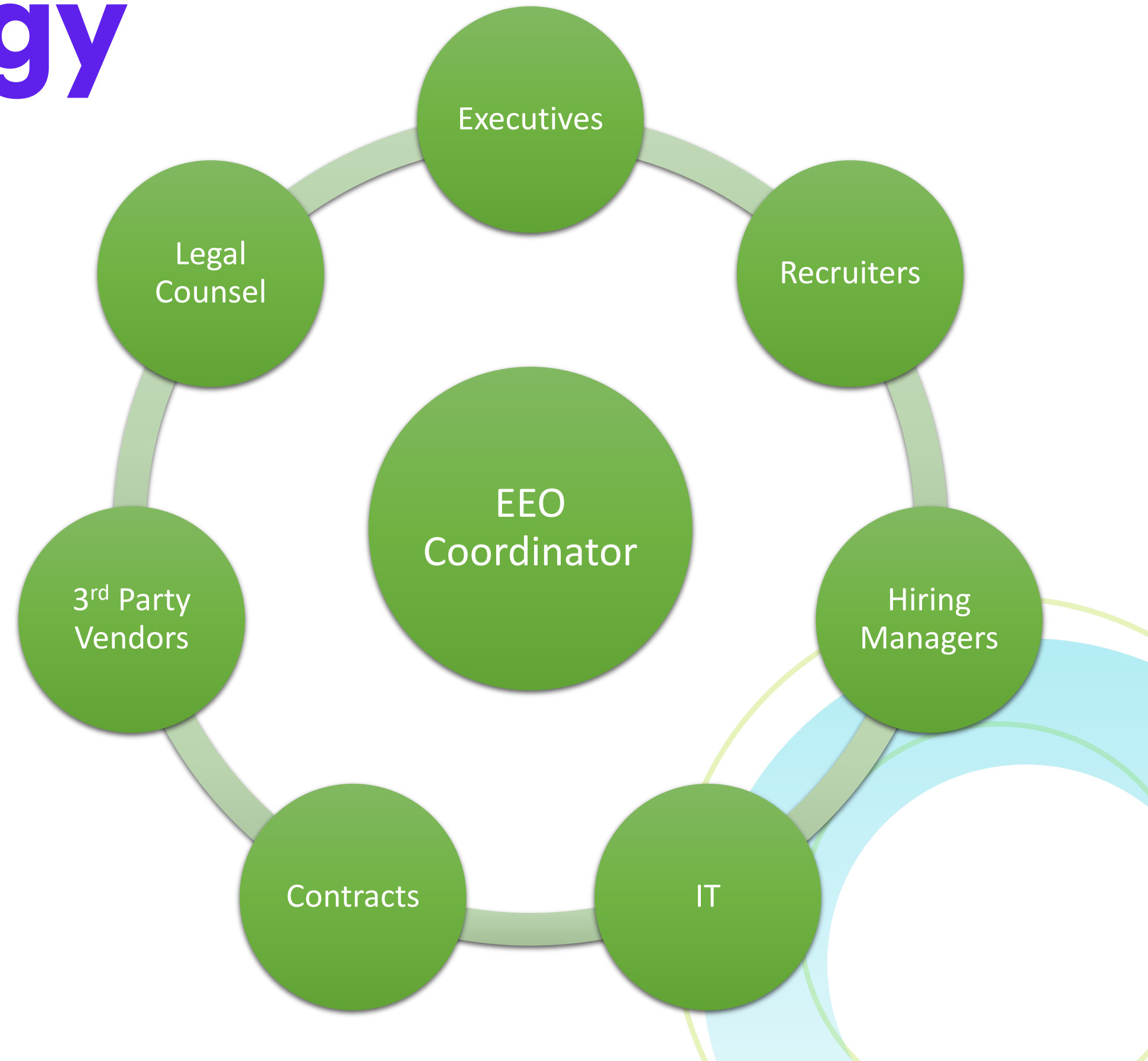


# Business Synergy

With many aspects of the business involved, we have to conceptualize what the synchronization of AAP related efforts looks like in your business.

We are beyond the days of checking a box, and this requires involvement across the company, but this can be daunting to know where to start!

As EEO Coordinator, you aren't doing it alone, but understanding where and how to focus will get your AAP efforts off the ground and across the company.







“

**“You’ve got to think about big things while you’re doing small things, so that all the small things go in the right direction.”**

**– Alvin Toffler**



# Self Identification

## Primary Actions

- Pre-Offer
- Post-Offer
- Disability OMB Specific forms
- Re-survey your workforce

## Who's Involved?

- Employees
- Applicants
- ATS Vendor
- Internal HRIS

## Challenges

- Applicant self-ID
- Record keeping
- Getting the data out of ATS/HRIS
- Reminders to employees to self-ID

## Best Practices

- Test your online application process
- Involve your HRIS/3rd Party ATS to make reporting accessible



# Applicants

## Primary Actions

- Review applications/resumes
- Document your recruitment processes
- Record keeping
- EOE Tagline

## Who's Involved?

- Recruiters
- Hiring Managers
- ATS Vendors

## Challenges

- Volume
- Positioning candidates
- Involvement from many parties
- ATS Changes
- ATS vs. HRIS system

## Best Practices

- Internal support
- Review the process for gaps
- Periodically review the output of your data





# Training

## Primary Actions

- EEO/AAP training
- Training on internal processes

## Who's Involved?

- All personnel involved in:
  - Recruitment
  - Hiring
  - Promotions
  - Discipline
  - Employee Requests
  - LMS/Training Partners

## Challenges

- Schedule
- Turnover

## Best Practices

- Include management on AAP results and future efforts
- Consistency in recruitment
- Personalize to your company and what works for you



# Outreach

## Primary Actions

- Include outreach to:
- Protected Veterans
- Individuals with Disabilities
- Minorities
- Women
- Maintain relationships
- Documentation
- Review of overall effectiveness of your outreach

## Who's Involved?

- Recruiters
- Hiring Managers
- Job Listing Services
- Referral Sources
- Current employees

## Challenges

- Consistency
- Tracking effectiveness of outreach efforts

## Best Practices

- Establish an annual plan for outreach
- Delegate other employees within the company to help
- Have a way for applicants to provide referral source





# Accommodations

## Primary Actions

- Defined Processes
- Accommodations Logs

## Who's Involved?

- Employees
- Managers
- HR
- Leadership

## Challenges

- Internal dissemination for requesting accommodations
- Handling requests
- Record keeping

## Best Practices

- Part of all manager training
- Knowledge of processes as a part of employee onboarding

# Questions





# Yearly AAP Events Calendar

