

OFCCP Requirements/Best Practices for Contractor Career Websites

1. EEO Tag Line on Job Postings - REQUIRED

- a. Employers must inform job seekers that they will receive consideration for employment without regard to their “disability” or “protected veteran” status.
- b. This language is to be present on all job postings:
 - At minimum:
 - [COMPANY] is an EO Employer – M/F/Vets/Disabled
 - A more robust statement:
 - [COMPANY] is an Equal Opportunity and Affirmative Action Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, protected veteran status, or any other status protected by law.

2. Link to PDF of “EEO is the Law” Poster - REQUIRED

- a. <http://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf>
- b. This poster must be “conspicuously stored with, or as part of, the electronic application.” The poster must be visible to applicants and employees.
- c. *However*, the poster need not be included with every electronic application.
- d. All that is needed is a link to a copy of the poster (a PDF file rather than a link directly to the DOL’s website) on the career website, along with a brief description of what the link leads to.
 - The poster needs to be posted in all work establishments where both employees and applicants can view.

3. Link to PDF of EEO is the Law Poster Supplement - REQUIRED

- a. http://www.dol.gov/ofccp/regs/compliance/posters/pdf/OFCCP_EEO_Supplement_Final_JRF_QA_508c.pdf
- b. The same posting guidelines for the EEO poster apply to the supplement as well.

4. Link to PDF of Pay Transparency Non-Discrimination Statement - REQUIRED

- a. https://www.dol.gov/ofccp/pdf/pay-transp_formattedESQA508c.pdf
- b. The same posting guidelines for the EEO poster and supplement apply to this statement as well.

5. Accommodation Statement – REQUIRED

- a. Individuals with disabilities who need assistance with the application process are required to be provided with alternative means of contacting the company to obtain assistance.
- b. In compliance reviews, OFCCP expects to see **two** alternative methods for contacting the employer, such as an email address and phone number.
- c. The email inbox and voicemail for the phone number provided must be monitored and inquiries responded to promptly, typically within 24 hours.

6. E-Verify and Right to Work Posters - REQUIRED

- a. Both posters must be visible where employees and applicants will see them (in-person and on website).
- b. English **and** Spanish versions are required.

7. Link to PDF of EEO Policy Statement – BEST PRACTICE

- a. Not required to be present on company's career website, but employers **should** make the company's EEO policy statement available on their career webpages.
- b. A link to a PDF file of the statement is sufficient.
- c. If not posting jobs electronically, the policy statement at minimum **must** be posted and viewable by applicants at the establishment where they are interviewed as part of the hiring process. Must also be posted where all employees can view.