

PREPARING FOR AN OFCCP AUDIT

I. OFCCP will send a covered employer a letter giving it thirty days to submit required documentation. The required documentation includes the following:

- The current affirmative action plan ([Sample Page](#)).
- An analysis of minority and female utilization ([Sample Page](#)).
- Applicant flow analysis for the preceding AAP year ([Sample Page](#)).
- Promotion and termination analysis for the preceding AAP year.
- Current compensation information.
- Copies of EEO-1's for the three prior years.
- Copies of any relevant collective bargaining agreements.

II. In the event of an on-site audit, OFCCP will expect to see all required postings, including:

- EEO Policy
- Veterans Notice
- "Beck" Notice

III. An on-site audit will include a review of your I-9 files to determine compliance with DHS requirements.

Taft lawyers can guide you through the steps necessary to survive an OFCCP audit. As in other areas of concern, however, waiting until you actually receive a thirty-day notice from OFCCP may be too late to collect and prepare all the required information and analyses. Please contact us if you have any questions about this topic.

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