

## Help us Broaden Participation in Skilled Occupations!

*This is a quick reference highlighting EEO and Affirmative Action requirements for apprenticeship sponsors. Please consult the regulations (29 CFR 30) for specifics. This is important work and your efforts as an apprenticeship sponsor really make a difference.*

## TO DO LIST for All Sponsors

### ✓ 1. Post & share the EEO poster.

The poster publicizes your designee responsible for EEO and the pledge. You must share it when you onboard staff and communicate its importance in addition to posting it on the wall.



An **EEO Poster** is in the back of your Standards.

### ✓ 2. Post openings where everyone can see.

If you are only accepting current employees into the apprenticeship, you may post internally where all eligible employees will see it.

You must annually update your own recruitment source list that will generate applicants from all demographics and communicate job postings to the list 30 days prior to hiring. The easiest way to comply is to contact the **RI DLT Business Workforce Center** each time you have openings and DLT will do outreach for you.



Contact the **Business Workforce Center** to post your job opportunities!

1-888-616-5627  
DLT.esu@dlt.ri.gov  
dlt.ri.gov/employers

### ✓ 3. Maintain records from hiring process.

You specify your procedures and selection criteria in your Standards. Keep a paper trail showing that you follow them. Collect and store pre-offer and post-offer data from applicants with the **EEO Self ID Sheet**.

## RESOURCES at

[www.apprenticeship.gov/eo/sponsors](http://www.apprenticeship.gov/eo/sponsors)

Resources to improve  
**Selection Procedures**

### ✓ 4. Maintain a harassment free workplace.

Workers involved in apprenticeship must participate in anti-harassment training. You need all your workers to be able to focus on their jobs, which can only be achieved in a workplace free from harassment and intimidation.

**Anti-Harassment Training**  
Video & Resources

## Additional responsibilities for sponsors with 5 or more apprentice on back

@  **Contact Us**  
**Apprenticeship Office**

dlt.apprenticeship@dlt.ri.gov  
www.dlt.ri.gov/apprenticeship  
voice (401) 462-8536  
fax (401) 462-8528

Center General Complex, Bldg 70  
1511 Pontiac Avenue  
PO Box 20247  
Cranston, RI 02920-0943

# Affirmative Action Plan 1, 2, 3

## 1 **Look at your program applicants and participant. Is anyone missing?**

Are women, men, Latinos, racial groups, or people with disabilities under-represented among employees in this occupation, apprentices, and/or applicants?

## 2 **If any group is under-represented, make a recruitment plan.**

Work with partners to recruit qualified people in this category. Sex, race, ethnicity, and disability are not factors in selecting apprentices, the goal is to get a broader applicant pool.

Remember you are not alone. As an employer, you are focused on hiring the best workers you can. Help us connect you with community-based organizations and schools that can send you appropriate referrals and even help prepare people to meet the entry requirements of your apprenticeship.

## 3 **Identify and address impediments in your personnel processes.**

If the data show a disparity, especially if your apprenticeship program has a more extreme disparity than average for the occupation, it is time to look for impediments. USDOL had assembled resources to support you identify impediments.

### **DON'T FORGET WHEN HIRING!**

Have a system to invite applicants to fill out the EEO Self-ID sheet.

**SMALL SPONSOR EXEMPTION:** Sponsors with fewer than 5 apprentices are exempt from the written Affirmative Action Plan requirement.

**ALREADY HAVE AN AFFIRMATIVE ACTION PLAN?** If you have an Affirmative Action Plan approved for any other federal purpose it fulfills the requirement for Apprenticeship.

**TIMELINE:** Submit plan to the DLT Apprenticeship Office within 2 years of registration and update at least every 3 years. The first year program review visit is an ideal time to review your data and discuss what is needed.

**RESOURCE PAGE:**  
[www.apprenticeship.gov/eo/sponsors](http://www.apprenticeship.gov/eo/sponsors)