Now is the time for . . .

AAPCalendarBase™

The NEW web-based service dedicated to Scheduling and Reporting Affirmative Action Program efforts

Gerstco®
AAP Implementation Specialists

AAPCalendarBase - *THE System for AAP Program Scheduling*

AAPCalendarBase is a scheduling tool for federal contractors dedicated to assisting with Affirmative Action Program (AAP) reporting. This on-line application provides a web-based source for calendaring many types of AAP-related events.

Employers that meet certain employment and contract thresholds must comply with the following Order and Statutes: Executive Order 11246, The Rehabilitation Act of 1973, and The Vietnam Era Veterans Act of 1974, and their regulatory requirements. AAP requirements for the above laws include: recruiting and hiring actions, community outreach activities, employee communications, management training, and internal auditing and reporting of AAP performance.

The following are examples of AAP efforts that can easily be scheduled and communicated by *AAPCalendarBase*:

General Posting and Reporting Requirements	Executive Order 11246 AAP for Minorities & Women	Rehabilitation Act of 1973 AAP for Individuals with Disabilities	Vietnam Era Veterans Readjustment Assistance Act of 1974 AAP for Veterans
EEO-1 Reporting September 30 (annually)	Self-ID & Recordkeeping Schedules for Applicants and Employees	Prepare Affirmative Action Plan for Individuals with Disabilities (annually)	Prepare Affirmative Action Plan for Veterans (annually)
VETS-100 Reporting September 30 (annually)	Affirmative Action Plan Prepared (annually)	Ensure access to all employment processes	Establish Self-ID and Recordkeeping for Veteran's Reporting
Schedule Federal & State AAP Laws and Notices	Affirmative Action Program Monitoring & Reporting (annually)	Self ID and Job Accommodation procedures established	Post Employment positions with State and local Employment Services
National Labor Relations Act (NLRA) Posting	Human Resources and Management briefings	Establish access to on-line application systems and procedures	Schedule Outreach Activities for Veteran's Organizations
Internal EEO/AAP Policy Dissemination	Compensation Practices Review	Outreach Activities for Disability organizations	Review Personnel Processes
External EEO/AAP Policy Dissemination	Outreach Activities for Minority and Women's Organizations	Review of Physical & Mental Job Qualifications	Recruiter and Hiring Managers Training Schedule

AAPCalendarBase - *An AAP Calendar Working for You on the Web*

Affirmative Action Programs (AAPs) are much more than written documentation required by law. AAPs become effective when specific on-going efforts are established and monitored.

AAP activities that can be scheduled in *AAPCalendarBase* include:

- recruiting efforts designed to attract minoritiy, women, individuals with disabilities, and veterans applicants,

- community activities that foster strong organizational relationships,

- management briefings on AAP performance and program awareness, and

- auditing employment processes to ensure equal employment opportunity.

AAPCalendarBase was designed and developed to assist federal contractors with documenting, reporting, and communicating all facets of their AAP program. The program is a secure, web-based application that is always open and available. Users can share Calendar information from home, at the office, while traveling, or anywhere they may be.

AAPCalendarBase can maintain all AAP-related events, including federal, State and local program efforts, for unlimited amounts of time.

Active Calendar features include:

- Documentation of AAP recruiting activities,
- Scheduling automated reminders (email),
- Sharing Calendar events with other team members,
- Viewing AAP Calendar information in familiar formats,
- Exporting AAP Calendar information to *Outlook* and other programs, and
- Reporting good-faith efforts during OFCCP Compliance Evaluations.

" With AAPCalendarBase, you have a better way to document complete Affirmative Action Program actions customized for your organization! "

AAPCalendarBase - *An Interview Process That Guides Your AAP Planning*

AAPCalendarBase uses an Interview Process that will guide Calendar authors through their affirmative action program scheduling.

The Interview Process is organized as follows:
- Posting and Reporting,
- Affirmative Action Programs,
- Minorities and Women,
- Individuals with Disabilities, Covered Veterans, and
- Other requirements.

Each Interview session will provide easy- to-answer questions related to your scheduled activities.

As questions are answered, *AAPCalendarBase* builds a detailed month-by-month Calendar with all program activities scheduled on their appropriate days and times.

Adding Custom Events to Your Calendar

Calendar events are scheduled using standard selections in *AAPCalendarBase's* Interview Process. However, when there are additional events that need to be added, the Custom Event section on the Calendar editing page may be used.

In addition, employers that do business with State and/or local governments may be subject to other AAP/EEO reporting requirements. The Interview Process provides this custom option to schedule any additional AAP activities.

AAPCalendarBase - Creating and Editing AAP Calendars

AAP Calendars may be created by logging into **AAPCalendarBase** where you will be prompted to create your Calendar. Additional calendars can then be added.

After completing a Calendar, click on the **View** link and your Calendar will be displayed in a full-year layout. Days on which events have been scheduled are shown in dark background. To view events in more detail, place your mouse over that day. A pop-up screen then allows you to view events in greater detail.

Creating Multiple Calendars

In **AAPCalendarBase,** creating more than one Calendar with different dates and events is easy. Authors can develop unlimited numbers of Calendars, each with their own set of activities. Calendars no longer needed may be deleted at any time. Backups of Calendars can be made to ensure Program history.

Editing is Easy

As plans and schedules change, **AAPCalendarBase** details may be edited dynamically. The Editing feature allows Calendar authors to perform the following:

- change event dates and descriptions,
- change schedule of email reminders to send to team members,
- add standard and custom events, and
- remove events.

Sharing Calendars

Calendar authors have complete control over Calendars they create. To support collaboration with other team members, Calendars may be shared and used with specific levels of access assigned to each viewer.

Sending Automated Email Reminders

Throughout your AAP planning year, email reminders can be automatically generated and sent to AAP team members. The following are examples:

- extracting workforce data from the HR Information System, and
- requesting applicant data from the Applicant Tracking System.

Calendar View by Year

Calendar View by Month

Calendar View by Detail

AAPCalendarBase *- Viewing and Communicating Calendar Events*

Calendar Views and Formats

AAPCalendarBase provides various views and formats to display, preview, print, and email AAP Calendars. For example: a single month, a month in detail, and an entire year.

The full-year display presents a high-level look at all events in a Calendar for that year. Pointing to any one event opens up details for that activity. At any time, a Calendar Event List may be previewed and/or printed in PDF format.

Email Reminders

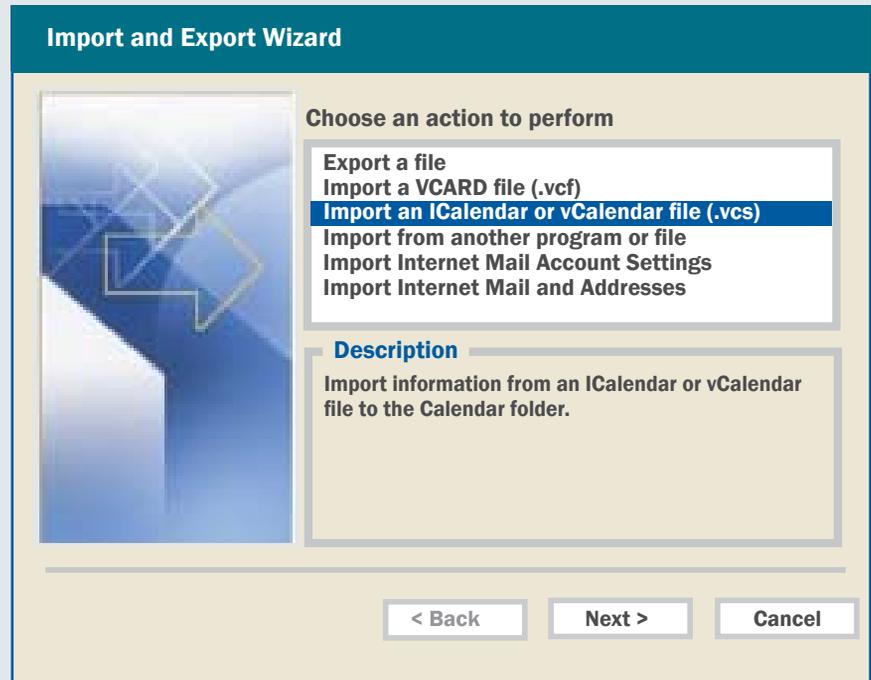Email reminders of Calendar events can be sent to groups and individuals using the Email Reminder form in the Edit section of *AAPCalendarBase.*

Emailing Calendar events and information begins by establishing a 'Lead" date which sets up the number of days before an event.

For each event, reminders will be sent to email addresses identified in the application.

Exporting AAP Calendar Events

AAPCalendarBase provides an option to export Calendar events into a file that can be imported into *Outlook*. After exporting, authors can also import Calendar events into other scheduling programs which support the *vCalendar* format.

Import and Export Wizard

Choose an action to perform

Export a file
Import a VCARD file (.vcf)
Import an ICalendar or vCalendar file (.vcs)
Import from another program or file
Import Internet Mail Account Settings
Import Internet Mail and Addresses

Description

Import information from an ICalendar or vCalendar file to the Calendar folder.

< Back   Next >   Cancel

AAPCalendarBase - *Your Web-Based Source for Implementation of the AAP*

The Office of Federal Contract Compliance Programs (OFCCP) has refocused its AAP audit emphasis from evaluating the effectiveness of written documents that contain highly prescriptive standards and language, to including performance-based measurements that can more likely assess the full implementation of a contractor's total Affirmative Action Program.

AAPCalendarBase is a new on-line Web source that can aid contractors in scheduling, monitoring, and assessing the efficiency and effectiveness of efforts to achieve equal employment opportunity.

The AAP is considered a management tool for those who must adopt a plan for their entire organization, as well as for each U.S. establishment.

AAPCalendarBase can assist with implementation of the AAP by providing a one-stop, on-line resource for scheduling recruiting activities, good faith efforts, and other AAP-related events.

To Test Drive and subscribe to AAPCalendarBase, please visit us at www.gerstco.com.

Gerstco, Inc. - *Affirmative Action Planning and Implementation Specialists*

| AA Program Planning Services | AAP Compliance Services | Compensation Analysis Services | AAP Software | AAP Consulting Services | EEO AAP Training & Communications |

About Gerstco, Inc.

Gerstco is a national Affirmative Action Planning and consulting firm, delivering expert service and software to U.S. federal contractors who must prepare and maintain Equal Employment Opportunity (EEO) and Affirmative Action Program (AAP) plans. Gerstco's planning and consulting practice focuses on the development and implementation of technically-compliant, fully operational programs.

Our Staff

We strive to provide strong personal customer service, reliable products and support and, importantly, expert consulting in Affirmative Action Planning. We assist clients with their affirmative action objectives as a result of our experience and expertise working with many businesses and industries. From our wide view and knowledge base, we can provide best practices and reliable approaches to long-term workforce issues.

Our Objectives

To always deliver high-quality service and products tailored to client needs. To maximize our resources and services, we have focused on utilizing the power of technology, the practicality of automation, and the creative possibilities inherent in innovation.

Availability of AAPCalendarBase

Subscriptions to AAPCalendarBase are available at www.gerstco.com. A Test Drive is available on our website Home page.

Gerstco®
AAP Implementation Specialists

Certified WBENC Women's Business Enterprise

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