



Understanding OFCCP's Internet Applicant and Traditional Applicant Recordkeeping Requirements

Who is an applicant?

An Internet Applicant



A Traditional Applicant (Non-electronic or non-Internet applicant)



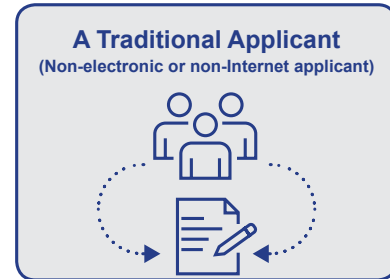
Internet Applicant

- Submits an expression of interest, such as a job application, resume, or completes screening questions using the Internet or any electronic technologies such as fax, email, kiosk or mobile app;
- Is considered for employment by the contractor for a particular position;
- Meets the basic job qualifications based on their application or resume, and
- Has not withdrawn from consideration before receiving an offer of employment.

Traditional Applicant

- Expresses interest in a job in writing, or in some limited instances orally; and
- Has not withdrawn from consideration before receiving an offer of employment.

What applicant records to keep?



Internet Applicant

- All expressions of interest that were considered.
- A copy of the basic qualifications for each position.
- Copies of job advertisements or postings for each position.
- Copies of applicant screening questions, interview questions, interview notes, tests, test results, and all other screening tools used to select applicants from each applicant pool.
- Certain documents resulting from searches of external web sites (e.g., LinkedIn.com, etc.).
- Demographic data.

Traditional Applicant

- All expressions of interest.
- A copy of the qualifications for each position.
- Copies of job advertisements or postings for each position.
- Copies of applicant screening questions, interview questions, interview notes, tests, test results, and all other screening tools used to select applicants from each applicant pool.
- Demographic data.

How long to keep applicant records?

Internet Applicant

Records must be preserved for 2 years from the time the record was made or the personnel action was taken (whichever is later).

Exception: 1 year if the contractor has fewer than 150 employees or less than \$150,000 in a federal contract or subcontract.

Traditional Applicant

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What are some of the key terms and definitions I should know?

Expression of Interest in Employment

An applicant expresses interest by taking an affirmative step to obtain a job or a position. An applicant typically expresses interest by sending a resume, filling out an application online, posting a resume on an external resume database, or completing pre-screening questions in a contractor kiosk or online database.

Considered for Employment

A federal contractor "considers" an applicant for a job or position by reviewing the application, resume or profile for substantive information, and assessing that information in light of the qualifications associated with the position.

Basic Qualifications

These are the qualifications the applicant must possess. They are the skills, experience, and attributes the contractor wants to find in the candidate hired for the position. The basic qualifications for the position or job must be in writing, objective, noncomparative, and job related. A contractor must include the basic qualifications in the job listing or advertisement. However, if the contractor does not list or advertise the job, the basic qualifications must be predetermined and reduced to writing or otherwise documented.

Demographic Data

This is information about the person's race, sex, disability, and veteran status. Voluntary self-identification is the preferred method for collecting demographic data. In situations where the person does not self-identify, observer information may be used. However, if a contractor is unsure, the contractor should not guess.

Resources

Where can I learn more?

Find more information and tools at www.dol.gov/ofccp:

- **Frequently Asked Questions**
- **Sample Affirmative Action Program**
- **Workplace Posters**

Who can I contact for assistance?

Additional assistance is available:

- **Call OFCCP's Toll-Free Help Line 1-800-397-6251 (TTY 1-877-889-5627)**
- **Online at www.dol.gov/ofccp**



Office of Federal Contract Compliance Programs
UNITED STATES DEPARTMENT OF LABOR

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Please note that this Quick Reference Guide provides general information. It is not intended to substitute for the actual laws and regulations governing OFCCP and its enforcement program.