

# ClearanceJobs OFCCP Product Functionality Overview

Based on our discussions with industry experts, our legal advisors and representatives of the OFCCP, ClearanceJobs has enhanced its offerings to provide additional tools and reporting to make it easier for government contractors (and subcontractors) that use the ClearanceJobs service to comply with the new OFCCP rule regarding internet applicants.

## Resume Searching

### Record keeping requirements

The new OFCCP regulations require that government contractors retain a record of the following for internet applicants from external databases:

- The position for which each search was conducted
- The date of the search
- The substantive search criteria used
- A copy of the resume of any job seeker who was considered

### Product changes

New ClearanceJobs features match the OFCCP requirements to make it easier for government contractors and subcontractors to comply with the rules:

- Ability to designate an OFCCP reference number and OFCCP basic qualifications for each position prior to conducting a search
- Modified summary search results so that the candidate name is not displayed on the resume search results page
- Storage of all resumes viewed along with the date, search criteria used, OFCCP reference number and OFCCP basic qualifications
- Storage of all captured data for at least two years
- Data available in multiple formats upon request

## Job Applicants

Send applicants directly to your ATS via your company's online career section

If your company's online career section is already OFCCP compliant, you can instruct ClearanceJobs job seekers to apply on the career section of your company's site. You can collect ethnicity, gender and veteran status information and store the records using your standard process.

Receive applications by email or via the ClearanceJobs.com website

- As part of the application page, ClearanceJobs will display a short questionnaire asking the candidate to self-identify their ethnicity, gender and veteran status on a confidential basis
- ClearanceJobs will store the candidate's email address, the job number applied to, and the ethnicity, gender and veteran status data for at least two years
- The job application is sent to you via email or through your ClearanceJobs.com employer account
- Upon request, ClearanceJobs can provide the name, email address, job number applied to, and the ethnicity, gender and veteran status data if you show that you need such data for OFCCP compliance purposes



Build your own personal network of cleared candidates on The Cleared Network – only on ClearanceJobs.com.