



## AVOIDING DISCRIMINATION IN APPRENTICESHIP RECRUITMENT AND HIRING

The rule sets forth specific actions for apprenticeship sponsors to assist in promoting equal employment opportunity in their programs. Taking these steps will help to create a work environment that supports diversity and inclusion and fulfills obligations to ensure the program is free from discrimination in its recruitment and hiring practices. These include – but are not limited to:



**ENSURE** that all job announcements include the sponsor’s [Equal Employment Opportunity Pledge](#) and include the phrase “Equal Opportunity Employer” in all job announcements.



**REVIEW THE CRITERIA** used to select apprentices to ensure they focus on applicants’ ability to perform the essential functions of the job. Avoid criteria that may result in a bias against one or more worker populations, including employment tests that have not been professionally validated as job-related and consistent with business necessity.



**RECRUIT APPRENTICES** from diverse sources to obtain an applicant pool that reflects the full range of potential applicants in the recruitment area for the apprenticeship program. Visit the [Apprenticeship EEO Outreach and Recruitment page](#) for ideas and recruitment sources.



**THOROUGHLY DOCUMENT** all selection decisions and ensure that they are based solely on the applicants’ qualifications for the position.



**CONSISTENTLY** and frequently send a strong message to apprentices, other employees, and participating employers, that forms of discrimination such as offensive terminology or harassment are not tolerated in the apprenticeship program. This includes offensive and discriminatory ideas told in the form of “jokes.”



**DISPLAY** the [Equal Employment Opportunity pledge poster](#) in your workplace and provide information to apprentices and applicants on how to report complaints of discrimination. Visit [Apprenticeship EEO Complaints Information](#) for details.



**RESPOND PROMPTLY** and forcefully to credible information about discrimination, harassment, intimidation or retaliation in the apprenticeship program.