

EMPLOYMENT EQUITY COMPLIANCE CHECKLIST

Section 19(1) of the Employment Equity Act 1998 (Act No 55 of 1998) requires municipalities to collect information and conduct an analysis of its employment policies, practices, procedures and the working environment, in order to identify employment barriers which adversely affect people from designated groups.

We have developed checklists for the assessment of policies, practices and procedures as required by the EEA, as follows:

- Benefit system
- Remuneration system
- Conditions of employment
- Retention
- Selection
- Training and development

The checklist below is an example of the work we do!

RECRUITMENT SYSTEM CHECKLIST	Yes	No
Are recruiters/recruitment agencies representative and include members of the designated groups?		
Are vacancies posted on notice boards (electronic and paper version) that are accessible to all employees, including those who work in remote locations and persons with disabilities?		
Are managers aware of recruiting under special measures and are they encouraged to use them?		
Do all job advertisements accurately reflect only inherent qualifications and skill requirements for the job?		
Are you creating a pool of qualified designated group members that possess the types of skills needed by departments?		
Will the selection profile eliminate designated group members in the municipality or tend to discourage them from applying?		
If it is apparent that there are no suitably qualified designated group members amongst applicants, do you re-think your criteria and modify them in order to expand the area of competition thereby making it more inclusive?		
Do you know the number of designated group members that are retained in each stage of the competitive process?		
Is the participation rate of designated groups tracked?		
Are all jobs free of credential barriers, i.e. are formal		

RECRUITMENT SYSTEM CHECKLIST	Yes	No
academic training required only where safety and/or efficiency and effectiveness standards would be otherwise compromised?		
Are all job advertisements written in easy-to-read, non-bureaucratic and inclusive language designed to attract a wider pool of job applicants?		
Can you demonstrate that your recruitment practices are up-to-date and consistently reflect your written policy and procedures?		
Have your recruitment policy and practices been communicated to unions, managers and employees?		
Do you have mechanisms to consult and collaborate with employee representatives under the EEA?		
Do you distribute job bulletins to communities where large numbers of designated group reside?		
If you hold a staffing inventory, does it consistently have a representative pool of qualified candidates at all job levels?		
Do you consider employees of your department who are not at work due to injury? Can accommodation or job redesign assist their return to work?		
Are the rates of referral of designated group members monitored for fair share of employment opportunities?		
Are participation rates tracked from beginning to end of the recruitment process in order to identify potential barriers?		
Does the job poster accurately emphasize the qualifications and duties most central to the job?		
Are skill components broken down to reflect actual job requirements (e.g. a receptionist position described as follows: receiving the public, receiving applications, possessing knowledge of company procedures and practices, etc.)?		
Is someone who is familiar with the day-to day functions of the job available to provide prospective applicants with information?		
Do advertisements for jobs indicate that you are an employment equity employer?		
Is the language used in job postings and advertisements checked for gender and cultural biases? For example is "drafts persons" used as opposed to "draftsman"?		
Is illustrated material used in recruiting checked for gender and cultural biases?		
Has your staff received training with respect to human rights and employment legislation?		

RECRUITMENT SYSTEM CHECKLIST	Yes	No
Have up-to-date human rights and other relevant legislation and information been used in preparing your company's job application form?		
Is the personnel department accessible to people with physical disabilities?		
Are provisions made in the interviewing process to accommodate people with physical impairments?		
Do job description/advertisements specify the physical requirements of the job, based on a physical demand analysis?		