

Recruitment and Selection

Equal Employment Opportunities in Apprenticeship Training

- EEO promotes equality in apprenticeship by requiring affirmative action and prohibiting discrimination based on:
 - Race;
 - Creed;
 - Color;
 - Religion;
 - National Origin;
 - Age;
 - Sex;
 - Disability;
 - Veteran Status;
 - Marital Status; or,
 - Arrest Record.
- These concerns drive the policies and regulations which oversee recruitments and rank lists.

Equal Employment Opportunities in Apprenticeship Training

- **Non-Discrimination Plan AT 602 (Short Form) -** Those sponsors who have four or fewer apprentices complete an AT 602. The AT 602 includes the following:
 - Equal Employment Opportunity Pledge.
 - Sexual Harassment Prevention Policy Statement.
 - Minimum Qualifications and Selection Standards as shown on:
 - Apprentice Training Recruitment Notification and Minimum Requirements (AT 505)
 - Selection Standards and Evaluation (AT 508)
 - Recruitment method.
- The AT 602 must be renewed at recertification.

Recruitment and Selection

- **Local**
 - Most commonly used by sponsors with 4 or less apprentices.
 - Sponsors are required to list all Apprenticeship openings with their local Career Center/NYS Job Bank for a minimum of five full work days before any selections are made.
 - All eligible applicants referred by the Department must be considered for selection along with candidates from other sources.

Recruitment and Selection

- **Limited to Current Employees**
 - Most commonly used by sponsors with 4 or less apprentices. This is often used by manufacturing programs or municipalities.
 - This type of recruitment is an internal recruitment which is limited to current employees of a sponsor.
 - Internal recruitments should be part of an established personnel policy or incorporated in a collective bargaining agreement.
 - The sponsor should have an adequate number of qualified existing employees to assure affirmative action goals can be achieved.
 - Resulting vacancies must be listed with the local Career Center/NYS Job Bank.

Equal Employment Opportunities in Apprenticeship Training

- **Affirmative Action Plans AT 603 (AAP)** - In order to promote affirmative action, NYS Regulations Part 601 requires sponsors with five or more apprentices to develop an AT 603. Key components of the AT 603 include:
 - An analysis of the sponsor's journeyworker and apprentice workforce to identify minority and female participation.
 - The outreach efforts the sponsor will undertake to expand minority and female participation.
 - The recruitment and selection method the sponsor will use to establish a pool of qualified candidates.
 - The establishment of goals and timetables based on an analysis of the sponsor's labor market area.



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Apprenticeship

[Program Overview](#)

Job Seekers

Do you... and you like to earn while you learn? If so, apprenticeship training may be a

List of

Learn how to [become an apprentice](#)

View or Download a free brochure: *Earn While You Learn. Become an Apprentice* [\(P535\)](#)

Businesses and Sponsors

Are you part of a business or an association that wants to:

- Have a skilled workforce?
- Reduce employee turnover?
- Improve employer/employee relationships?
- Train workers in the latest technologies without losing valuable production time?
- Gain respect in your community as an industry leader for providing employment and training opportunities?

If you answered "yes" to any of these questions, then registered apprenticeship training may be for you.

Learn how to [become a sponsor](#).

This Page... Was Helpful Needs Improvement





Home » Labor Statistics » Equal Employment Opportunity (EEO) / Affirmative Action (AA)

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- Contact a Labor Market Analyst

Equal Employment Opportunity (EEO) / Affirmative Action (AA)

Labor Force by Federal Occupational Classifications

Civilian Labor Force

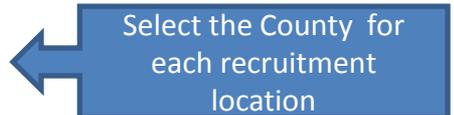


The **Civilian Labor Force** dropdown provides civilian labor force estimates by race, Hispanic and/or Latino origin and gender. Estimates are available for New York State, 62 counties, 11 MSAs and the New York 10-county area*.

Select a Geography:

New York State

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Occupational Group

The **Occupational Group** dropdown provides civilian labor force estimates for the 14 EEO occupational groups by race, Hispanic and/or Latino origin and gender. Estimates are available for New York State, 62 counties, 11 MSAs and the New York 10-county area*.

Select a Geography:

New York State

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Detailed Occupation

The **Detailed Occupation** dropdown provides civilian labor force estimates for 488 detailed occupations by race, Hispanic and/or Latino origin and gender. Estimates are available for New York State, 41 single counties, 10 county sets, 11 MSAs and the New York 10-county area*. The Census Bureau created county sets by adding adjacent counties to meet a population threshold of 50,000 for sparsely populated counties.

Select a Geography:

New York State

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The estimates reflect workers' residences and are tabulated from the 2006-2010 ACS 5-Year Estimates, Table EEO 1r, Detailed Census Occupation and Table EEO 3r, EEO Occupational Groups by Sex, and Race/Ethnicity. For more information concerning EEO, see [Technical Notes](#) and [Equal Employment Opportunity \(EEO\) Tabulation](#).

* The New York 10-county area consists of the New York portion of the New York-Northern New Jersey-Long Island, NY-NJ-PA MSA (Nassau County, Suffolk County, Bronx County, Kings County, New York County, Putnam County, Queens County,

Recruitment and Selection

- **Area-Wide**

- This type of recruitment is most commonly used by large programs with five or more apprentices.
- Apprenticeship opportunities are publicized to a broad base of potential applicants located in a sponsor's labor market area. To ensure the public learns of apprenticeship openings, the following are among the methods used:
 - newspaper ads;
 - press releases;
 - letters to community based organizations;
 - posting jobs with local Career Center/NYS Job Bank; and,
 - posting on the Department's and sponsor's website.

Recruitment and Selection

There are two types of Area-Wide Public Recruitments, Periodic Recruitment and Continuous Recruitment.

Periodic

- Applications are accepted for a minimum of ten consecutive work days.
- Candidates remain in the eligibility pool and/or on a ranked list for a period of two years.
 - Applicant scores resulting from a Periodic Recruitment must be blended into any pre-existing ranked list for the program.
 - Information regarding a Periodic Recruitment must be made available to the public at least 30 days prior to accepting applications.
- Recruitment requests should be submitted to the ATR for approval at least 60 days prior to a recruitment.

Recruitment and Selection

Periodic Limited Applications

- Sponsors may elect to limit the total number of applications accepted during a Periodic Recruitment (e.g. the recruitment is open for 10 consecutive working days or until 500 applications are received, whichever is reached first).
- Sponsors should work with their ATRs to determine the desired number of applicants and the reasons for needing to limit the number of applications.
- All other procedures which apply to Periodic Recruitments still apply.

Recruitment and Selection

Continuous

- Applications are accepted throughout the year for a minimum of ten working days, however, sponsors may choose when these days occur, for example:
 - Applications are available the first Monday of the month from 9AM – 12PM.
 - Applications are available the second and third Tuesday of the month from 8AM – 3PM.
- Candidates will remain in the eligibility pool and/or on a ranked list for a period of two years.
- Candidate scores must be blended into any pre-existing ranked list for the program.
- Recruitment requests should be submitted to the ATR for approval at least 60 days prior to a recruitment.

Recruitment and Selection

- Online Recruitments
 - Any sponsor may request to conduct an Area-Wide recruitment online.
 - Staff will work with sponsors to develop an online recruitment which best meets their needs.

How To Begin

- The sponsor notifies their ATR that they want to conduct a recruitment.
- All sponsors must follow their approved recruitment and selection guidelines and demonstrate a “good faith effort” to achieve AAP goals.
- Sponsors must also comply with federal and State laws that relate to the equal opportunity of apprentices when hiring and/or employing apprentices.

How To Begin

- When conducting an area-wide recruitment, both periodic and continuous, the sponsor must provide the following to the ATR at least 60 days prior to the start of the recruitment:
 - A written request to conduct the public recruitment that contains the following:
 - The number of anticipated openings and the minimum qualifications for eligibility.
 - The date, times, and location(s) where applications will be available.
 - The procedure used if conducting a periodic limited application recruitment.
 - Any new tests, in-house or off-the-shelf.

Recruitment Package

- Sponsors should submit the following:
 - Apprentice Training Recruitment Notification and Minimum Requirements (AT 505). Including:
 - Any relevant physical requirements.
 - Any relevant job details.
 - Any fees related to the application process or testing.
 - Selection Standards and Evaluation (AT 508).
 - A copy of the sponsor's written request.

What Happens Next?

- Review recruitment packet.
- Work with sponsor to resolve any outstanding issues.
- The Department issues a NYSDOL Commissioner's Press Release, which is posted on the NYSDOL Apprenticeship website and NYS Job Bank.

Recruitment Fees

- Programs may charge testing and/or application fees when conducting recruitments.
 - Testing Fees
 - Cannot exceed \$25.00 per applicant.
 - Sponsors must retain documentation to substantiate the costs associated with the testing fee, such as the name and contact information of the testing provider, the actual cost per exam to be administered, in-house costs associated with administering the test, etc.
 - Costs associated with the test cannot exceed the sponsor's actual cost per applicant.

Recruitment Fees

- Application or Similarly Named Fees
 - Cannot exceed \$25.00 per applicant.
 - Must be an allowable expense as follows:
 - Cost is above and beyond the normal cost of the sponsor's standard operational costs, e.g. postage and mailing supplies.
 - Cost for rental of space solely to distribute applications.
 - Additional clerical expenses associated with the recruitment process including maintaining lists (not the normal cost of staff already on the payroll, e.g. hiring temporary employees or providing overtime for current employees).
 - Website hosting fees and reasonable website development costs related solely to online recruitment.

Recruitment Fees

- Sponsors must retain documentation of the expenses incurred and proof that the fees do not exceed the sponsor's actual cost per applicant.
- **Waivers for Testing and/or Application Fees**
 - All sponsors must provide waivers of fees to applicants who provide proof of financial need.
 - The following language must be included on the AT 505 Form: "Please note: You may request that this fee be waived. Fee waivers will be approved upon a showing of verifiable proof of financial need."
 - Financial need includes, but is not limited to: receipt of Unemployment Insurance, Temporary Assistance, Medicaid, or Food Stamps.

Entry Methods into Apprenticeship

- Minimum Qualifications
- Rank Lists
- Alternative Methods to Enrollment

Minimum Qualifications

- Sponsors need to notify candidates who meet the minimum qualifications.
- Sponsors need to notify candidates who do not meet the minimum qualifications to inform them that they will not be placed in the eligibility pool.
 - The notification should include the reasons for rejection, the minimum qualifications, and their appeal rights.

Rank List

- **Selection of Eligible Candidates**
 - Selection is the process where candidates are ranked according to the AT 508. At the discretion of the sponsor, points are assigned for selected standards. For example:
 - Seniority;
 - Education;
 - Trade experience;
 - Aptitude (test);
 - Interview;
 - Veteran status; or,
 - Other.

Rank List

- Points are totaled for each candidate.
- The interview portion can only constitute 40% of the total score.
- The sponsor establishes a ranked list based on each candidate's total points. The rank list should contain only the following:
 - Sponsor name and code.
 - Trade name and code.
 - Candidate name.
 - Rank and score.
 - Date name added to list.
 - Reason for action whether it is enrollment or bypassing due to inability to contact, declination, etc.

Rank List

- The entire rank list is submitted to your ATR.
- A new rank order is established each time eligibles are added or removed.
- The sponsor posts the list of eligibles and notifies all eligibles who qualified of their rank and score.
 - Those who were not ranked must receive notification which includes the reasons for rejection, the minimum qualifications, and their appeal rights.
- For continuous recruitment, the sponsor notifies the eligibles that, while their score is fixed, their rank on the list may change as names are added to or deleted from the list.

APPLICANT NOTIFICATION

To: _____
Name of Candidate _____ Date _____

Address _____

From: _____
Name of Sponsor _____

Address _____

You recently applied for a _____ Apprenticeship.
(Trade)

The following checked items indicate your status.

Minimum Qualifications Review

You appear to meet the initial minimum qualifications to be placed in the eligible pool and are to report to

_____ (Location)
on _____ at _____ for Tests Interview
(Date) (Time)

You do not meet the minimum qualifications to be placed in the eligible pool as noted on the attached AT 505, Apprentice Training Recruitment Notification and Minimum Qualifications form.

Eligibility List Establishment and Ranking

You qualify for the eligibility list. Score: _____ Rank: _____ While your score is fixed, your rank may change as names are added and/or deleted from the list.

You are officially appointed as an apprentice and are to report to:

_____ (Employer Name)
_____ on _____ at _____
(Location) (Date)* (Time)

You are not appointed at this time. You will be notified if you subsequently become reachable for appointment.

You fail to qualify for the eligibility list because you:

Failed to take the required tests.

Failed to appear for interview.

Other: (Specify) _____

*If you are unable to report on this date, you must contact us at least 3 days prior to the report date. If you do not give prior notification and fail to report on the report date, you will be removed from the eligibility list.

If you have been disqualified and believe that this decision may have been reached in error, and that you should have further consideration, you may request in writing that the sponsor review your application. If you believe your failure to qualify was caused by discrimination based on race, creed, color, national origin, age, sex, disability or marital status, you may file a complaint in accordance with the Equal Opportunity Regulations on the reverse.

Signature of Official Sponsor Representative _____ Legal Address _____

Print Name and Title _____ Phone _____ Email _____

Option for Interviewing

- If the candidate pool is too large, and the sponsor wishes to interview only a smaller portion, the sponsor may:
 - Set a minimum total score for Sections 1-4 on the AT 508, scoring the candidates on their educational achievements, work experience, seniority (if applicable), and job aptitude.
 - The sponsor must notify the ATR of the minimum score at the time of the recruitment request, and the Department must approve.

Option for Interviewing

- Total Sections 1-4 on the AT 508.
- Candidates that meet the minimum score will then be interviewed and ranked.
- Continue to use this procedure for each round of recruitment, using the same minimum cutoff score and merging the names with the existing list.
- Notify those individuals who are rejected.
 - If a candidate is rejected, they may reapply the next time applications are accepted.

Alternative Methods to Enrollment

- Exemption (waiver)
 - If a sponsor wishes to take an affirmative action in order to reach their staffing goals, the sponsor may request a waiver from the Department to reach the highest-ranking woman or minority candidate on a rank list.

Alternative Methods to Enrollment

- Direct Entry
 - A direct opportunity to candidates who meet the sponsor's minimum qualifications, in an effort to achieve Affirmative Action Plan goals for underserved populations.
 - All direct entry providers/programs must be approved by the Department.
 - Sponsor should indicate their intentions to use direct entry providers in Part IV of their Affirmative Action Plan (AT 603).
 - Examples include:
 - Helmets to Hardhats;
 - Non-Traditional Employment for Women; and,
 - YouthBuild.

Alternative Methods to Enrollment

- Re-instatement
 - A former apprentice who has taken a leave of absence, been laid off, or taken a medical leave of absence is registered into his/her former program.

Alternative Methods to Enrollment

- Inter-Program Transfers - an Apprentice registered with one Sponsor, may be re-assigned to a different Sponsor within the same trade.
 - Transferring Apprentices shall be provided with a transcript of on-the-job training and related and supplemental instruction by the current Sponsor for submission to the new Sponsor, including accomplishments, credits, and hours of training received by category/class name.

Alternative Methods to Enrollment

- Organizing

- To be enrolled as an apprentice, candidates must meet the minimum qualifications of the program and the Apprenticeship Agreement (AT 401) must be received by the Department within 30 days.
- When submitting AT 401s where an employer did not join the program as a signatory, the sponsor must include documentation describing the organizing effort, including all authorization cards.

Questions and Discussion

