



Indiana Plan

For Equal Employment, Inc.

Central & Southern Indiana Office

Indiana Plan
863 Massachusetts Avenue
Indianapolis, IN 46204

Phone: 317-639-4661
Fax: 317-639-0982

Northwest & Northeast Indiana Office

Indiana Plan
1440 E. 35th Avenue
Room T207
Gary, IN 46409

Phone: 219-884-4503
Fax: 219-884-4519

www.indianaplan.org

January 2011

SUN	MON	TUE	WED	THU	FRI	SAT
						1
Notify OFCCP any time you have a Federal Contract of \$10,000 or more. Always ask for a minority or a female when calling the Union						
2	3	4	5	6	7	8
Renew all Statements with the current year. Post them and the letter identifying the EEO Officer at all job sites, on office letterhead						
9	10	11	12	13	14	15
Send updated Statements to: Sub-contractors, Suppliers, Unions, and All Employees (Steps 3,4)						
16	17	18	19	20	21	22
Send Apprenticeship information and updated Policy Statements to Recruitment Source. (Steps 6, 9) Make sure you keep a log of all walk-in's Step 3). Keep a record of applicants, new hires, layoffs, firings, promotions, national origin, sex, trade. CC257 will be helpful also (Steps 3, 12, 13)						
23	24	25	26	27	28	29
New Employee Packet should contain: Policy Statement, letter regarding EEO Officer, Sex Discrimination Statement, Religion & National Origin, Veterans Statement, Disabled Veterans, Non-Segregated Facilities,						
30	31					



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February 2011

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
<div style="border: 1px solid black; padding: 5px;"> <p>Make sure you have tagline on Purchase Orders, Letterhead, etc. (Step 5). Identify any minority/female sub-contractor or supplier you utilize or give the opportunity to quote.</p> </div>						
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					



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March 2011

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
Annual meeting with Superintendents and Foremen to go over EEO policy, discuss harmonious working environment, hiring minorities/females, document what was discussed and who attended (Steps 1, 6, 7 & 13)						
6	7	8	9	10	11	12
Hire from the Indiana Plan if the opportunity exists (Step 5).						
13	14	15	16	17	18	19
Send notices to Recruitment Sources regarding opportunities within your Company (Step 2).						
20	21	22	23	24	25	26
27	28	29	30	31		



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April 2011

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SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
Hire an Indiana Plan trainee if the opportunity exists. (Step 5)						
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



May 2011

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SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
Please hire an Indiana Plan trainee if the opportunity exists. (Step 5)						
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



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June 2011

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SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
<div style="border: 1px solid black; padding: 5px;"> <p>Either do an Employee Evaluation or mail in paychecks to employees information regarding classes they can take to help them advance and encourage them to refer family and friends to apply</p> </div>						
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		



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July 2011

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
<div style="border: 1px solid black; padding: 5px;"> Review Superintendents (anyone responsible for hiring, or firing) regarding EEO policies. (Step 16) </div>						
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



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August 2011

SUN	MON	TUE	WED	THU	FRI	SAT
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	1	2	3	4	5	6
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Is there a summer event that every employee is invited to attend? Keep a Copy of the invitation in your files. (Step 14)						
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7	8	9	10	11	12	13
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14	15	16	17	18	19	20
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21	22	23	24	25	26	27
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28	29	30	31			
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September 2011

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				1	2	3
<div style="border: 1px solid black; padding: 5px;"> Visit job sites periodically throughout the year to find out if minority or female employees have any problems or questions (Step 12, 13, 14) </div>						
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	



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October 2011

SUN	MON	TUE	WED	THU	FRI	SAT
2	3	4	5	6	7	8
9	10	11	12	13	14	15
Hire an Indiana Plan trainee today!						
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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November 2011

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		1	2	3	4	5
6	7	8	9	10	11	12
Hire an Indiana Plan Trainee.						
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



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December 2011

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
If there is a Company Christmas party has everyone been invited to attend? Keep a copy of the invitation in your file. (Step 14).						
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31