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Helping Companies Build a Balanced Workforce

Berkshire Associates Is a Recognized Leader in Affirmative Action Compliance

Few tasks are more tedious or time-consuming than preparing an Affirmative Action Plan (AAP). But if you're a federal contractor with at least 50 employees and a federal contract valued at \$50,000 or more, you have no choice. Instead of spending your time and focusing your energy on more rewarding activities, you're stuck crunching large quantities of data and filling out government forms.

But there's a better way. Several, in fact. Columbia, Maryland-based Berkshire Associates, a recognized leader in affirmative action compliance, has helped hundreds of companies prepare comprehensive and OFCCP-compliant plans. Its clients include *Fortune* 500 companies like Sodexo, Black & Decker and BAE Systems, as well as many other companies of varying sizes and industries.

"First and foremost, we help companies create fair and equitable workplaces."

— Carla Pittman, Senior Marketing Manager

"We can prepare your plan for you, or our easy-to-use BALANCEaap Web-based application can guide you through the entire process," says Carla Pittman, senior marketing manager. Whichever option you choose, you can be confident your plan is OFCCP compliant and up-to-date with the latest regulatory requirements.

Berkshire can also review your AAP for accuracy, help your company survive and overcome an OFCCP audit, and avoid potential lawsuits resulting from unlawful or noncompliant employment practices.

A human resources consulting and technology firm that specializes in helping companies build their ideal, balanced workforce, Berkshire provides cost-effective solutions for a variety of everyday human resources challenges. It is staffed by professional, certified consultants with practical human resources experience, and offers the latest tools and services for applicant management, compensation management, affirmative action, workforce planning, diversity and professional training.

Outsource Your Affirmative Action Plan

Do you have limited time or resources to devote to preparing an AAP? Affirmative action regulations can be complex and involve extensive data preparation and statistical analyses. Berkshire can do it for you. The firm will create a complete and compliant plan, with minimal work for you and your staff.

Do It Online With BALANCEaap™ Web

BALANCEaap Web gives companies the power to create a 100 percent OFCCP-compliant AAP right from the Web. The Guide Me feature walks users through every phase of the planning cycle, including all required reports and narratives. Organizations can streamline their AAP process and even collaborate online with employees from different locations in a secure environment.

Another advantage: no complicated installations or multiple license fees.

Like Berkshire's other product offerings, BALANCEaap was created by the firm's in-house product development team, widely known as one of the most innovative in the industry.



Carla Pittman
 Senior Marketing Manager

Monitor Fair Pay With BALANCEpay

The OFCCP's focus on salary equity and recent fair pay laws like the Lily Ledbetter Fair Pay Act demand that companies be proactive when it comes to monitoring pay. Berkshire's BALANCEpay™ with CompDesigner is the most comprehensive salary equity software on the market. BALANCEpay makes running complicated salary equity analyses convenient and cost-effective. Simply import salary data, and BALANCEpay quickly identifies pay inequities. This saves companies time and money, and reduces the risk of pay-related lawsuits and claims.

Track Applicants With BALANCEtrak

Monitor your applicant activity for EEO compliance with BALANCEtrak. Say goodbye to manual applicant tracking and hello to a paperless, Web-based system. Automate and standardize your entire hiring process while complying with applicant tracking requirements. An added bonus: Save time by concentrating on the most qualified applicants.

Prevent Adverse Impact With BALANCEact™

Employment practices that unfairly affect members of a protected class are prohibited by federal regulation. BALANCEact™ can help you avoid them. This Web-based tool is a must for employers who want a quick and easy way to prevent adverse impact. Use it to run a real-time adverse impact analysis on applicants, hires, promotions and terminations or before a significant event like a downsizing, merger or acquisition.

"For more than 25 years, Berkshire Associates has had one driving mission: to offer software, consulting and training solutions to everyday workplace challenges facing companies of all sizes," Pittman says. "But first and foremost, we help companies create fair and equitable workplaces."



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