What is REACH?

As part of the balanceWORKS software family, REACH offers recruiters and HR personnel a streamlined tool to collect data on Good Faith Efforts (GFEs) for inclusion in an Affirmative Action Plans (AAP). With REACH, you can collect sources, evaluate outreach activities, and run related statistical reports.

Support your organization's Affirmative Action program with four modules:

- **Sources** — Add recruiting Sources to the REACH database.
- **Activities** — Once Sources are in place, develop and review records for Source-related events, job fairs, and the like.
- **Evaluation** — Assess the effectiveness of outreach Activities.
- **Reports** — Run reports that go beyond the AAP structure to guide your organization's outreach efforts.

Designed with the HR Department in Mind

REACH is designed to meet the terminology and needs of recruiters and talent acquisition professionals.

- Collect data by location rather than by AAP
- Organize positions by job family
- Activity and other codes reduce the time needed to add an entry
- Graphical scores help pinpoint which outreach Activities are effective
- Filters organize reporting by recruiter, target group, location, and geographic reach.

Interactivity with BalanceAAP

- REACH GFE data can be mapped to the AAP structure, by plan year, and merged automatically into the AAP Narratives.
- Users can navigate between REACH and other balanceWORKS applications.
- Need ideas for recruiting sources? REACH displays the OFCCP's database.
- REACH data supports your position in an OFCCP audit, particularly for job groups where placement goals have been set.

On-line Access

- Provided free-of-charge to Berkshire service clients and software customers
- Compatible with Chrome, Firefox, Edge, and Internet Explorer
- Collaborate with an unlimited number of users from any location, at any time — REACH access is independent of other balanceWORKS applications
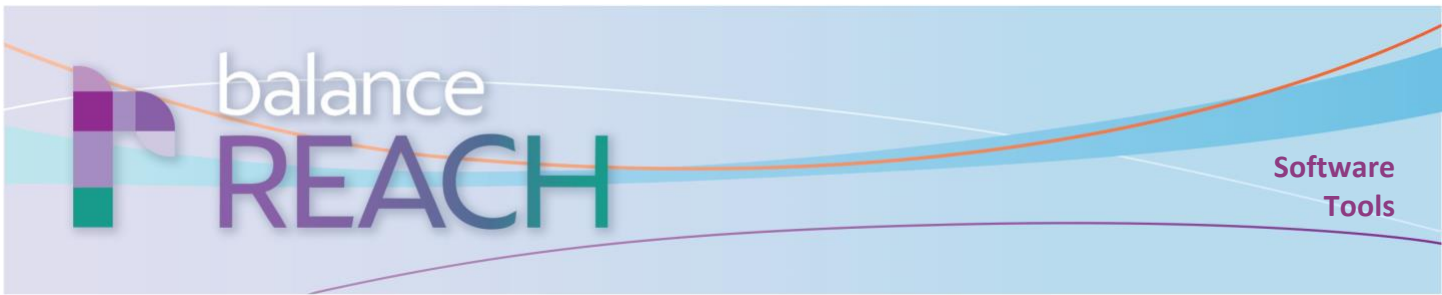
Product Support

- In-line Help documentation
- Technical support by telephone and email is included as long as a client account is maintained.

  Clients for Berkshire services may also contact their service representative for assistance with AAP-related matters. Please refer to contact information on reverse.

Security

- 256-bit https on-line platform via Transport Layer Security (requires a current browser)
- Data are encrypted at rest and in transit.
- Password requirements include minimum length, complexity, version control, and expiration.
- Publish reports and information, based on system roles and permissions
- 24/7-monitored data center with physical and network security is SSAE-16-certified and meets the PCI Data Security Standard
- System and plan-level logging of user activity available to administrators

Module	Tools
Sources and Activities *Special Features:* Sort, filter, expand/collapse, set view options for lists Use quick-click icons for tasks and data entry Access in-line OFCCP database of source names	Track Good Faith Efforts – outreach activities and sources – by entering: • Target protected class (minority [and by individual race], female, Veteran, disabled) • Job family • Location/establishment (which can be later mapped to the AAP structure) • Outreach source type and origin • Website and other contact information • Activity Date • Documentation (upload) • Comments
Evaluation *Special Features:* System calculates average criteria score as component scores are entered	Perform and record an evaluation of each outreach source, based on compliance criteria: • Apply ratings, using number of stars, for each evaluation component • Enter rationale for each score Links to the Sources list, so information is easily referenced on last activity, last evaluation, and discontinued or in use
Reports	Generate reports on Good Faith Efforts. Output performance information, such as: • Summary statistics on Sources, Activities, and Evaluations • Sources Contact List • Evaluation Detail List • Evaluation Scoring Summary Filter, sort, and group data by topical variables, such as: • Target protected class • Recruiter • Geographic reach • Plan date View a report in HTML or PDF Export reports in popular formats: PDF, Word, Excel, and Rich Text
System Administration	Customize REACH to reflect your organization's lexicon for: • Locations • Activities • Job families • Plan date • Evaluation criteria