**OJT Recruitment & Outreach Good Faith Effort Log**

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| --- | --- |
| Company Name: |  |
| Person(s) Responsible for Recruitment: |  |
| Project Name/Number: |  |
| Project Start Date: |  |
| Project Completion Date: |  |

It is important to document your “good faith efforts” towards recruitment of an eligible OJT candidate. We encourage you to refer to the resource, [*Hiring and Retaining a Diverse Workforce*,](https://vtrans.vermont.gov/sites/aot/files/civilrights/documents/edhc/EmploymentResourceList.pdf) for recruitment tips and the contact information of common Vermont referral sources and publications. Use the table below to track your efforts and attach copies of associated ads, postings and email communication. You will be required to send this documentation to the OJT Program Manager if you are unable to hire a viable candidate for the training position(s).

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| Date | Description of Recruitment/Outreach Activity | Contact Information of the Person/Organization/Publication | Follow-up Needed | Outcome |
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