

Minnesota Department of HUMAN RIGHTS

Our mission is to make Minnesota discrimination free



Minnesota Department of
HUMAN RIGHTS

Dear

The Minnesota Department of Human Rights (Department) consistent with Minnesota law issued :
P.A. a Workforce Certificate of Compliance.

The Department, consistent with its responsibility to ensure that certified contractors provide equal employment opportunity, regularly requests and reviews information from certified contractors.

The Department requests that the company submit documents, information, and answers to the following items by

1. Please provide a copy of the company's Document Retention Policy.
2. Please provide a copy of the company's employment application(s), including any online application(s) used.

3. Please provide a copy of the analysis, by the company or retained third party, concerning the effectiveness of the company's equal employment opportunities.
4. Please provide a copy of external job advertisements used over the last six (6) months.
5. If the company requests job applicants to submit to a criminal background check, please provide the following information:
 - a. Identify the job titles for which criminal background history is sought from job candidates.
 - b. Please provide all documents that discuss how the company determines which crimes for the above-identified job positions are an absolute bar to employment.
 - c. Please provide all documents that discuss how the company evaluates criminal background history of job applicants.
 - d. Please provide all documents that the company provides to job applicants concerning criminal background history.
 - e. Please provide all training material provided to employees on how to implement the company's Criminal Background Check Policy.
 - f. Identify the employees who participate in or who are responsible for implementing the company's Criminal Background Check Policy.
6. Please provide a copy of all training materials concerning the hiring process, which are provided to individuals who interview potential job candidates.
7. Please provide a copy of all internal documents concerning or related to the company's last three (3) age discrimination investigations.
8. Please provide a copy of all internal documents concerning or related to the company's last three (3) sex discrimination or sexual harassment investigations.
9. Please provide a copy of all internal documents concerning or related to the company's last three (3) sex, race or ethnicity discrimination investigations.
10. Identify all individuals who have requested a reasonable accommodation within the past three (3) years.
11. Please provide a copy of all internal documents concerning or related to the denial of the company's last three (3) reasonable accommodation requests.
12. Please identify all individuals who have been hired within the last year and the job positions for which they were hired. Please provide a copy of the job description for each of the individuals identified.
13. Please provide a copy of all documentation concerning or related to the company's last three (3) hiring decisions. This information should include but does not need to be limited to interview questions, emails, notes, evaluation information, and resumes of candidates. This request does not seek information about candidates who were not considered for interview.
14. Please provide a copy of all correspondence that the company has sent to the Minnesota Department of

Employment and Economic Development during the last 12-month period requesting referrals of qualified individuals with disabilities.

15. If the company uses a temporary staffing agency, please identify the staffing agency and provide a copy of the most recent agreement with the staffing agency.
16. Please identify and provide documentation concerning individuals and referral organizations that the company partners with to recruit employees such as training programs, community agencies, community leaders, secondary schools, and colleges.
17. Please identify and provide a copy of documentation concerning all apprentice or internship programs or opportunities that exist within the company.
18. Please provide a copy of all documents sent from the Chief Executive Officer, President, or senior management officials expressing support of commitment to create equal employment opportunities within the last 12 months.
19. Please provide a copy of all documents sent from managers, with responsibilities for hiring decisions, to the Human Resources Department documenting the efforts of the company to create equal employment opportunities within the last 12 months.
20. Please provide a copy of documents sent from the Human Resources Department to the company's senior management relating to or concerning the company's progress in implementing its Affirmative Action plan within the last year.

If the company has recently responded to an audit by the Office of Federal Contract Compliance Programs (OFCCP), please contact a MDHR Enforcement officer to determine if the documents provided to the OFCCP are responsive to the Department's request for information.

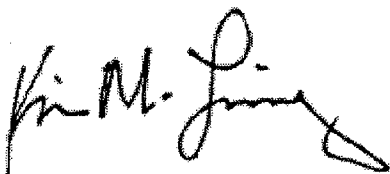
The Department requests that this information be separated, per item number, either as pdf files or by using dividers if submitting in paper form. You may send this information electronically via email to Compliance.MDHR@state.mn.us. If so, please include in the subject line, "Workforce Audit". If returning the requested information in paper form, please do not staple, three-hole punch or bind the documents.

Please forward your information to the Department by

If you have any questions about this correspondence or the information requested by the Department, please feel free to contact an Enforcement Officer at 651-539-1095.

Thank you for your prompt response to our request.

Sincerely,



Kevin Lindsey, Commissioner

Minnesota Department of Human Rights



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This email was sent to lindsay.westin@northclinic.com using GovDelivery, on behalf of: Minnesota Department of Human Rights - Freeman Building 625 Robert Street North - Saint Paul, MN 55155 (651) 539-1400

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