



MANDATORY JOB LISTING BEST PRACTICES CHECKLIST

The Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA) requires covered **federal contractors** and **subcontractors** with a **contract worth \$200,000 or more** to list open positions with the respective [Employment Service Delivery System](#) (ESDS).

Compliance Checklist

Covered contractors and subcontractors must do the following:

- List all open positions with the relevant ESDS concurrently with any other recruitment sources with the following exceptions:
 - Executive and senior management positions
 - Positions that will be filled internally from within the employer's organization
 - Positions lasting three days or less
- Include the following in all postings:
 - Equal Employment Opportunity (EEO) tagline
 - Minimum qualifications for the open position
 - Essential functions of the open position
 - Pay range information if required by the relevant state or city
- Inform the relevant ESDS of the following:
 - The employer is a federal contractor or subcontractor
 - The employer is requesting priority referrals of protected veterans
 - The names and addresses of all establishments in the state
 - The names of the contractor official responsible for hiring at each establishment in the state

Potential Consequences of Non-Compliance

- Conciliation agreements resulting in corrective action and increased reporting
- Loss of federal contract eligibility
- Increased likelihood of future audits
- Reputational harm

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sales@dciconsult.com



202-828-6900



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