

# Age Equity in Employment: An AARP Checklist for Employers

Use this checklist of best practices to help you assess your company's practices and policies. It is not a complete list of all employment policies and best practices, and not every

company can implement every suggestion. But the checklist is a starting point to help you build the experienced workforce you need to compete in today's business environment.

**Instructions:** Check each item that applies to your organization. Your answers will help you see whether your company should strengthen its efforts to attract and retain skilled workers of all ages, including older workers.

## Recruiting

**1. We state in our job advertisements that we seek employees with:**

- Maturity
- Good judgment
- Work experience

**2. We are familiar with organizations and agencies that:**

- Help older workers find jobs
- Provide training for older workers

**3. We implement other age-neutral recruitment practices such as:**

- Incorporate images of mature workers in recruiting materials
- Utilize age-diverse interview panels
- Rehire our own retirees for part-time and full-time jobs
- Maintain a job bank including retirees and other qualified workers to fill temporary positions

## Hiring, Retention, Evaluation, and Promotion

**4. We provide all new hires and job candidates with information on:**

- Social Security earnings caps, if applicable
- Employee benefits

- Alternative work schedules
- Workplace accommodations
- Job training opportunities

**5. We conduct age audits of our organization to identify possible barriers to:**

- Equal hiring
- Promotional opportunities
- Training for older workers

**6. We periodically review our organizational policies and practices in the following areas as they relate to older workers:**

- Recruitment
- Hiring
- Training
- Evaluation
- Promotion
- Termination

**7. We educate our managers, supervisors, and interviewers on:**

- Age discrimination laws
- Age-neutral performance evaluation systems
- Age-neutral accessibility to training
- Benefits of hiring and promoting older workers

**8. We educate the following populations about age stereotypes:**

- Managers
- Supervisors
- Lead staff
- Workers

**Employee Training**

**9. We provide flexible training opportunities, including:**

- A mentoring program
- Job rotation
- On-the-job coaching
- Peer training
- Internships
- Individualized training

**10. We provide training opportunities to all employees and incentives for participating in training, including:**

- Technical skills training
- Computer and software training
- Tuition assistance
- Training stipend for instruction and/or education materials

**11. We talk about assessing and redesigning jobs for workers with special needs with our:**

- Managers
- Supervisors
- Lead staff

**12. We provide, as needed, equipment and other reasonable accommodations to assist employees in performing their jobs, including:**

- Amplified telephone equipment
- Computer screens for visual enhancement

- Special/ergonomic keyboards
- Flexible workstations (i.e., sitting and standing alternatives)

**Compensation and Benefits**

**13. We offer alternatives to full-time work:**

- Part-time work
- Temporary work
- Seasonal work
- Consulting
- Job sharing
- Flex-time
- Telecommuting
- Compensatory time

**14. We offer a number of benefits such as:**

- A defined benefit pension plan
- A generous match amount for the 401(k) plan
- An automatic enrollment process for the defined contribution plan
- Employee educational materials and guidance on how to prepare for retirement
- Retiree health benefits
- Health coverage for part-time workers
- Solicit employee input on benefit plan providers, such as pension plan providers and/or health plan providers

**15. We offer benefits alternatives:**

- Our benefit package takes into account that our older workers may desire a different set of benefits than other workers
- We offer similar or prorated benefits to our part-time employees



1-16 checks: You are likely to have trouble attracting older workers. 17-32 checks: You are somewhat older-worker friendly. 33-48 checks: You are mostly older-worker friendly. 49-65: You are older-worker friendly.

**Add the number of items you checked and compare your score with the following gauge:**