

# PROJECT WORKER INTERVIEW FORM

INTERVIEWEE NAME

DATE

PROJECT NUMBER

PRIME

EMPLOYING CONTRACTOR, IF NOT THE PRIME

ETHNICITY

GENDER

JOB CLASSIFICATION

LAST FOUR DIGITS OF SS#

ADDRESS VERIFIED BY DRIVER LICENSE/ID

**UNION MEMBERSHIP VERIFIED BY UNION CARD:**

UNION NAME

UNION LOCAL #

WHEN WERE YOU HIRED BY YOUR CURRENT EMPLOYER?

HOW DID YOU APPLY FOR YOUR CURRENT JOB (i.e., fill out a form, go to the main office, etc.)?

WHAT IS THE NAME OF YOUR CURRENT SUPERVISOR

DO YOU KNOW WHO YOUR COMPANY'S EQUAL EMPLOYMENT OPPORTUNITY OFFICER IS (name, etc.)?

YES NAME: \_\_\_\_\_  NO

HAVE YOU SEEN YOUR COMPANY'S EEO POLICY STATEMENT?  YES  NO

HAVE YOU SEEN EQUAL EMPLOYMENT OPPORTUNITY POSTERS AND OTHER RELATED POSTERS ON THIS PROJECT SITE?

YES  NO

HAVE YOU BEEN PROMOTED SINCE WORKING FOR THIS COMPANY (if so, from what position to what position)?

YES  NO

POSITION PROMOTED FROM

TO

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DO YOU FEEL YOU HAVE ADEQUATE SUPERVISION/ACCESS TO YOUR SUPERVISOR?

YES       NO

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COMMENTS

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DO YOU FEEL YOU HAVE ADEQUATE AND EQUAL ACCESS TO THE NECESSARY TOOLS, EQUIPMENT, FACILITIES (toilets, trailer, shop, office, etc) AND OTHER NECESSARY RESOURCES TO DO YOUR JOB?       YES       NO

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COMMENTS

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DOES YOUR COMPANY HOLD MEETINGS IN WHICH EQUAL EMPLOYMENT OPPORTUNITY IS DISCUSSED (If so, when was the last meeting)?

YES       NO      APPROXIMATE DATE OF LAST MEETING ATTENDED:

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DO YOU FEEL YOUR COMPANY PROVIDES EQUAL ACCESS TO TRAINING, PROMOTIONS, WORK/CREW ASSIGNMENTS AND OTHER ASPECTS OF EMPLOYMENT (i.e., fair and based on merit, not discriminatory)?

YES       NO

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COMMENTS

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MDOT INTERVIEWER

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**ADDITIONAL QUESTIONS FOR SUPERVISORS ONLY**

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1. WHAT RESPONSIBILITIES DO YOU HAVE FOR HIRING, FIRING OR TRANSFERRING EMPLOYEES ON THIS PROJECT?

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2. WHAT IS YOUR ROLE IN CARRYING OUT YOUR COMPANY'S EEO POLICY AND ENSURING NON-DISCRIMINATION ON THIS PROJECT?

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3. PLEASE DESCRIBE HOW YOUR COMPANY HAS DONE EEO INSPECTIONS ON THIS PROJECT, WHEN THEY WERE DONE AND WHO DID THEM

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MDOT INTERVIEWER

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**FIELD AUDIT REPORT**

PREPARED BY												DATE			
PRIME CONTRACTOR						SUBCONTRACTOR (If applicable)									
PROJECT ENGINEER						LOCATION									
PROJECT #						FEDERAL ITEM #									
PROJECT COMPLETED %				OJT				OJT STARTED							
DOLLAR VALUE \$				MINORITIES %				FEMALES %							
WORKFORCE DATA PROVIDED BY															

JOB CATEGORIES	TABLE A														TABLE B			
	PERCENT		TOTAL EMPLOYEES		TOTAL MINORITIES		BLACK		ASIAN OR PACIFIC ISLANDER		AMER. IND. OR ALASKA NATIVE		HISPANIC		APPRENTICES		ON THE JOB TRAINEES	
	MIN.	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Officials (Managers)																		
Supervisors																		
Foreman																		
Clerical																		
Equip. Operators																		
Mechanics																		
Ironworkers																		
Carpenters																		
Cement Masons																		
Electricians																		
Pipefitters/ Plumbers																		
Painters																		
Truck Drivers																		
Laborers/ Semi-skilled																		
Laborers/ Unskilled																		
Others																		
TOTAL																		

OBSERVATIONS/COMMENTS