

Federal-Aid EEO Checklist

(Print Version should be used in the event electronic or internet access is not available. All information and answers should be transferred to the Sharepoint Site upon having electronic access.)

General Instructions: This is the print version of the assessment checklist that is used during a training assessment meeting. **Part A** is to be completed while meeting with the EEO officer. The first of the 2 part question is to be answered based on the EEO officer's response. If the EEO officer does not provide a clear response, mark the unsure box.

The second of the 2 part question is based on staff observation of the response to the follow-up question that requires a more detailed response. If the answer to the follow-up question is vague, mark the unsure box. **Part B** is to be completed during an on-site review of the job site. During the on-site review, the bulletin board should be reviewed and five employees should be interviewed if available. The "Yes" box should be marked if ALL those interviewed responded with a "Yes." If one responds with a "No," then the "No" box will be marked.

After all the questions have been marked, staff will add up the number of boxes marked "Yes" and divide by the total number of questions. The resulting percentage will be entered at the bottom of the checklist.

FDOT Information

Compliance staff name:
Date meeting conducted:
Date on-site visit conducted:

Contractor Information

Prime contractor's name:
Prime's FEID #:
FDOT contract #:
Subcontractor's name:
Subcontractor's FEID #:
EEO Officer's name:

Contractor Responsibility Questions

PART A	YES	NO	UNSURE
1. Is FHWA-1273 being incorporated into each subcontract and referenced in all purchase orders, rental agreements or agreement for other services?			
1a. Were you able to physically see this in an agreement?			
2. Has the contractor accepted as their operating policy the statement in FHWA-1273 II.1.b?			

Part A Continued	YES	NO	UNSURE
2a. Has the contractor accepted as their operating policy the statement in FHWA-1273 II.1.b?			
3. Has the contractor made known to the contracting officers that you are the EEO Officer?			
3a. Was the Officer able to describe how this was done?			
4. Are you able to effectively administer and promote an active EEO Program?			
4a. Was the Officer able to explain how the EEO Program was administered and promoted?			
5. Have you or will you conduct meetings with supervisory and personnel office employees to review and explain your EEO policy before the start of work and then every 6 months?			
5a. Was the Officer able to provide a date when the meeting was or will be held, the location, and those in attendance?			
6. Have you given a thorough indoctrination to new supervisory and personnel office employees on all major aspects of your EEO obligations within 30 days following their reporting for duty with the contractor?			
6a. Was the Officer able to explain how this was done and how they were notified about new supervisory and personnel office employees?			
7. Have you instructed all personnel who are engaged in direct recruitment for the project on the procedures for locating and hiring minorities and woman?			
7a. Was the Officer able to explain when and how this was done?			
8. Has the contractor placed its EEO Policy in areas readily accessible to employees, applicants for employment and potential employees?			
8a. Was the Officer able to list the places where the policy was posted?			
9. Has the contractor brought to the attention of its employees the EEO policy and procedures?			
9a. Was the Officer able to explain how this was done?			
10. Does the contractor include in all advertisements for employees the notation: "An Equal Opportunity Employer"?			
10a. Was the Officer able to show proof from an advertisement?			
11. Does the contractor conduct systematic and direct recruitment through public and private employee referral sources likely to yield qualified minorities and woman?			
11a. Was the Officer able to identify sources of potential minority group employees where they have established procedures where minorities and woman can be referred to the contractor			
12. Does the contractor encourage its present employees to refer minorities and women as applicants for employment?			
12a. Was the Officer able to explain how this was discussed with employees?			
13. Does the contractor conduct periodic inspections of project sites to ensure that working conditions and employee facilities do not indicate discriminatory treatment of project site personnel?			
13a. Was the Officer able to explain how is this done, how often and by whom?			

Part A Continued	YES	NO	UNSURE
14. Does the contractor periodically evaluate the spread of wages paid within each classification to determine any evidence of discriminatory wage practices?			
15. Does the contractor periodically review selected personnel actions in depth to determine whether there is evidence of discrimination?			
15a. Was the Officer able to explain how this is done, how often and by whom?			
16. Does the contractor promptly investigate all complaints of alleged discrimination?			
16a. Was the Officer able to explain who conducts these investigations and how many complaints have been received?			
17. Does the contractor advise employees and applicants for employment of available training programs and entrance requirements for each?			
17a. Was the Officer able to explain how is this done, how often and by whom?			
18. Does the contractor notify all potential subcontractors and suppliers of their EEO obligations and use good faith efforts to ensure subcontractor compliance?			
18a. Was the Office able to explain how is this done, how often and by whom?			

On Site Visit

Use the Onsite Individual questions to gather the data needed to answer the below. Questions 2-6 are answered using the majority (51% or more)

PART B	YES	NO	UNSURE
1. Was the content of the job site bulletin board in compliance with Construction Contract Compliance Manual?			
2. Were the majority interviewed able to name the EEO Officer for their employer?			
3. Were the majority of those interviewed previously provided information about their employees EEO policy and procedures?			
4. Did the majority of those interviewed know how and where to file a discrimination complaint?			
5. Did the majority of those interviewed indicate that their employee advised them of available training programs?			
6. Were the majority those interviewed encouraged by the employer to refer minorities and women for employment?			