

## PRE-ONSITE COMPLIANCE REVIEW DATA REQUEST (Due Two Weeks Prior to Onsite Date)

1. **EEO Policy and Handbook Materials:** Enclose a copy of your company's current EEO Policy and a copy of all written materials that you provide to your employees, including orientation guides, employee and supervisor handbooks, safety manuals, training guides, etc... If you have developed an Affirmative Action Plan (AAP), please enclose that as well.
2. **Supervisor EEO Training:** Describe steps you take to train and evaluate supervisors, managers and foremen about EEO policies and associated obligations. Document all EEO meetings held with supervisory personnel within the last year.
3. **Recruitment Sources:** Provide your firm's list of recruitment sources utilized to produce minority and female applicants for employment. Document the recruitment/referral sources that you have contacted within the last six months in an effort to encourage minority and/or female personnel to apply. Include contact information, date contacted and responses.
4. **External Advertisements:** Provide copies from the last six months of all job advertisements, web pages, subcontracts and any other documentation where you identify your firm as an equal opportunity employer or affirmative action employer.
5. **Application Form:** Enclose a copy of your company's current job application form, including your EEO survey for applicants.
6. **Personnel Actions:** Enclose a report of all applicants, hires, promotions and terminations for your company (or for this project) within the last six months. Report by name, position (including trainees), race and gender for each individual. Identify applicants that were referred from specific recruitment sources.
7. **Investigations:** Describe all employee complaints about discrimination and harassment that your company received and investigated within the last year. Provide date of complaint, basis and result of your investigation.
8. **Formal Complaints:** List all EEO complaints brought against your company by a federal, state or local agency, or filed in federal district court, within the last year.
9. **Contractor EEO Representation:** Provide completed C-57 forms for your company and for all subcontractors on this project for the period\_\_\_\_\_. (CRL Person Count)
10. **Contract EEO Utilization:** Provide a report of total hours worked on the project by employees of your firm and all subcontractors. Identify hours for each trade classification (including trainees) and hours worked by women, minorities and the total workforce for the period\_\_\_\_\_. (CRL Hour Count)
11. **On-The-Job Training (OJT):** The OJT goal for this project is \_\_\_\_trainees. Describe your company's federal-aid OJT program. What progress have you made so far to achieve the contract OJT goal? How do you plan to meet or exceed the goal by the end of the project?
12. **Subcontracts:** Provide a copy of each subcontract you have awarded for this project.
13. **Disadvantaged Business Enterprises (DBEs):** The DBE percentage participation goal for this project is \_\_\_\_\_. Identify the DBE firms you have contracts with in order to meet the goal. What percentage participation have you already achieved? How to you plan to meet or exceed the goal by the end of the project?