|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name and Number** |  | | |
| **Prime Contractor** |  | | |
| **Subcontractor** |  | | |
| **Interviewer** |  | **Superintendent/Supervisor** |  |
| **Contractor EEO Officer** |  | | |
| **Employee Name** |  | | |

|  |  |  |
| --- | --- | --- |
| **JOB SITE INTERVIEW SECTION** | | |
| **Equal Employment Opportunity** | | |
| How long have you been employed by this Contractor? | | |
| How long have you been at this project? | | |
| Do you know where the Poster Board is? | Yes | No |
| Are you aware of the company’s EEO & Sexual Harassment Policies? | Yes | No |
| Do you know who the project EEO Officer is? | Yes | No |
| Have you attended a meeting on this project where EEO was discussed? | Yes | No |
| Has your employer ever asked you to recruit minorities and women to fill job openings? | Yes | No |
| Has your employer offered you training programs to upgrade your skills? | Yes | No |
| Do you feel you have been discriminated against on this project? | Yes | No |
| **Labor Compliance** | | |
| Work Classification: | | |
| What is your hourly wage rate? $ Are you paid Overtime after 40 hours? ☐ YES ☐ NO  How often are you paid? ☐ Weekly ☐ Other | | |
| Do You Work In More Than One Classification?  Does That Classification Pay A Different Wage Rate? Do You Know What That Rate Is? | | |
| Do you receive Fringe Benefits?  None  Paid vacations  Paid Holidays  Medical Insurance  Dental  Retirement/401K  Other:  Has your employer explained to you how davis-Bacon fringe benefits work? ☐ Yes ☐ No | | |
| Comments/Questions/Concerns: | | |

**VERIFICATION SECTION** (Use the Contractor payroll to answer the questions in this Section)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Is the employee’s wage correct? | | Yes | | | | | No | | |
| What is the total hourly amount per hour and fringe? | | | | | | | | | |
| What is the payroll week ending date? | | |  | |  | | |  |  |
| Is the above information in agreement with payroll data and contract requirements? | Yes | | | | | No | | | |
| Additional Comments: | | | | | | | | | |
| Interviewer’s Signature: | | | | Date:    Date | | | | | |

***Note to Construction Inspector:***

It is not a requirement to interview all employees on a job site. The goal is to sample a number of different employees. Try to include at least one woman or minority, an equipment operator and an employee of any sub-contractor. If the project spans more than one construction season, additional interviews should be conducted in additional years.