

**CIVIL RIGHTS EQUAL EMPLOYMENT OPPORTUNITY (EEO)
CONTRACTOR COMPLIANCE REVIEW CHECKLIST**

- Current Form FHWA - 1391 (developed from the most recent payroll)
- Copies of all current bargaining agreements, if applicable
- Copies of purchase orders and/or standard subcontracts containing the EEO clause *(The Contractor may provide a copy of standard provisions used as the standard provisions and a certified list of subcontracts to which the provisions were attached)*
- A list of recruitment/referral sources available and utilized (including labor unions) *(Include the name, address, telephone numbers, contact person and date(s) of contact(s). Indicate if recruitment is performed company-wide or for this contract.)*
- Copies of any solicitations or advertisements for employees placed by or on behalf of the Contractor, including the name of the periodical and the date(s) of publication. *(Indicate whether company-wide or for this contract.)*
- A blank employment application form
- A summary of total applications/resumes for employment for the contract received within the six (6) months preceding the date of the review, or from contract start-up (if less than six [6] months), in chronological order. Indicate if applications/resumes are received company-wide or for this contract. *(Indicate which applicants were interviewed with the resulting decision, hired, and referral source, if known.)*
- A list of promotions and wage rate increases (excluding annual prevailing wage rate increases) made during the past six (6) months, to include race, national origin, and sex of employee, previous job held, job promoted into and corresponding wage rates
- A list of terminations, layoffs, demotions, and resignations for personnel on the contract made during the past six (6) months, to include race, national origin, and sex of employee, including title and reason for separation.
- A copy of the company's policy/procedures on how applicants and employees can request reasonable accommodations, include the interactive process and the tracking of the results. *(Include a list of accommodations requested within the last year; indicate status and resolution.)*
- A statement of the status of any action pertaining to employment practices taken by the Equal Employment Opportunity Commission (EEOC) or other Federal, State or local agency regarding the contractor or any source of employees *(Include a list of complaints filed within the last year; indicate status and resolution.)*

- A recent annotated payroll to show job classification, race, national origin and sex
- A list of minority or female owned companies contacted as possible subcontractors, vendors, material suppliers, etc.
- A list of contractor's suppliers, vendors, and subcontractors for the project
- A copy of the company's EEO/Affirmative Action Policy/Plan
- A copy of the company's Sexual Harassment Policy
- A copy of the company's Complaint Procedures
(Include a list of complaints filed within the last year; indicate status and resolution.)
- A copy of the company's Complaint Form

Any other necessary documents or statements requested by the Civil Right Office for review prior to the date of the onsite visit.