

EQUAL OPPORTUNITY CHECKLIST

Date/By

COMMUNITY EEO OFFICER APPOINTED

SECTION 3

- Plan
 - Grantee Section 3 Action Plan
 - Contractor / Subcontractor Section 3 Plans
- Good Faith Efforts (May cross reference with procurement files)
 - List of local businesses/contractors
 - List of job applicants
 - Newspaper advertisements:
 - Job vacancies
 - Procurements
 - Letters to business inviting bids
 - Other

PROJECT BENEFIT – TITLE VI

- Project Benefit Forms
 - By activity
- Documentation
 - Surveys
 - Income Verifications
 - Census data
 - Personal applications

EMPLOYMENT RECORDS

- Personnel Policies
 - Adopted
 - Hiring procedures
 - Training procedures
 - Promotion procedures
 - Statement of Equal Opportunity
 - “Essential function of jobs” identified

- | | <u>Date/By</u> |
|---|----------------|
| - <u>Employee Information Maintained By:</u> | |
| - Name | _____ |
| - Job classification (EEO-4 categories) | _____ |
| - Job status (hired, promoted) | _____ |
| - Salary range | _____ |
| - Race | _____ |
| - National origin | _____ |
| - Sex | _____ |
| - Age | _____ |
| - Disability | _____ |
| - <u>EEO Poster</u> | |
| - <u>Affirmative Action Plan</u> (optional) | |
| - Adopted | _____ |
| - Workforce analysis | _____ |
| - Goals and timetables | _____ |
| - <u>Minority Business Enterprise</u> (may cross reference with procurement /bid files) | |
| - Semi-annual contract & subcontract activity reports | _____ |
| - List of minority businesses and contractors | _____ |
| - Recruitment documentation (letters, bid ads, etc.) | _____ |
| - Contact with State Division of Minority Business | _____ |
| - Other | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |