



Equal Employment Opportunity Stage-Type Inspection Home Office

Revised 09/21

Local SCDOT Construction Office completes #1-5 and sends to Contractor's home office.

1. Name, address, phone number of contractor/subcontractor	2. SC File No	3. Contract/Subcontract value
4. Percent complete based on contract value	5. Type of work for this contractor	

**Contractor's home office completes #6-21 and returns form to the local SCDOT Construction Office.
NOTE: "you / your" = the contractor named in #1 above.**

6. Your start date	7. Your estimated completion date	8. Your expected peak employment dates	9. Name and title of EEO Officer
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10. Name & title of Project Officer	11. You are <input type="checkbox"/> Prime contractor <input type="checkbox"/> First-tier subcontractor <input type="checkbox"/> Other (specify)
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12. You are (check all that apply) **Minority Enterprise** (at least 51% owned by minority) **Non-minority** **SCDOT certified DBE**

13. Do you maintain records to document compliance with the federal EEO requirements? (i.e., recruitment, applicants, terminations, promotions, training, etc.) Records should be maintained and available for inspection at least three (3) years after final payment is made to the contractor.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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14. Has your EEO policy been disseminated to all your employees on this project and to other appropriate persons related to this project? If YES, provide copy of your EEO policy and documentation such as employee acknowledgement form, minutes & sign-in sheets from EEO meetings.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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15. Has the EEO Officer held EEO meetings for SUPERVISORY and PERSONNEL OFFICE employees at the START of this project AND not less often than once every 6 months since the project began? <ul style="list-style-type: none"> o If YES, provide minutes and sign-in sheets for the meeting held 30 days before or after your work start date. o If NO, give date(s) of scheduled meeting(s). 	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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16. Have you hired new employees since work began on this project? <ul style="list-style-type: none"> o If NO, go directly to #17. o If YES, state how many _____ and answer the questions below: <div style="margin-left: 20px;"> <input type="checkbox"/> Are any of these new employees working on THIS construction project? If YES, how many? _____ </div>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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What job openings/classifications were available for hiring opportunities on this project?

<input type="checkbox"/> Were women and minority recruitment sources used to recruit these new employees on this project? If YES, please provide documentation i.e., vacancy letters, telephone logs, ads, etc.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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17. Has the EEO Officer (or trained designee) conducted EEO inspection(s) on this project? <ul style="list-style-type: none"> o If YES, provide documentation (e.g., Jobsite Inspection Forms). o If NO, give date visit is scheduled to be made: _____ 	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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18. Have your employees on this project been encouraged to refer qualified minority and women to your firm? If YES, provide documentation.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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19. Identify most recent pay period that you had employees on this construction site.

Week-ending _____ (Please attach copy of certified payroll for this time period)

20. In the modified PR-1391 below, record ONLY employees on THIS project based upon the payroll submitted in #19. (If using electronic form double click in the chart to open up a self-calculating excel spread sheet.)

Job Categories	Total Employees		Female Percent	Total Minorities		Minority Percent	Black or African American		Hispanic or Latino		American Indian or Alaskan Native		Asian		Native Hawaiian or Other Pacific Islander		Two or More Races		White	
	M	F		M	F		M	F	M	F	M	F	M	F	M	F	M	F	M	F
Clerical--field office only																				
Equipment Operators																				
Mechanics																				
Truck Drivers																				
Ironworkers																				
Carpenters																				
Cement Masons																				
Electrician																				
Pipefitters / Plumbers																				
Painters																				
Laborers, Semi-skilled																				
Laborers, Unskilled																				
Total																				

21. How are employees made aware of available training opportunities on this project? Please provide appropriate documentation such as discussion during EEO meetings, Training Notices, etc. Training involves any type of certification(s), informal on-the-job training, and/or training in fulfillment of Training Special Provision requirements, if applicable.

Contractor's EEO Officer: Sign and send form and attachments to the local SCDOT Construction Office.

22. My signature verifies that all information submitted with this form is accurate and complete.

Name

Date

Local SCDOT Construction Office: Attach interviews, sign, and forward Stage-Type Inspection to Office of Civil Rights Programs.

23. My signature verifies I reviewed this report for completeness and our office conducted the interviews.

Name

Title

Date