



# OJT Trainee Recruitment Good Faith Efforts (GFE) Documentation

**Instructions:** A completed TR11 form must be submitted if/when a contractor is unable to identify a trainee who meets the OJT eligibility criteria as defined in the OJT program guidelines.

**Note:** Failure to submit completed TR11 with the TR2- New Trainee Registration will deem the trainee's proposal ineligible.

## CONTRACT INFORMATION

Contractor Name: \_\_\_\_\_

RIC #: \_\_\_\_\_

Substantial Completion Date: \_\_\_\_\_

Min # of Trainees: \_\_\_\_\_

# of OJT Hours Completed: \_\_\_\_\_

# of OJT Hours Assigned: \_\_\_\_\_

## GOOD FAITH EFFORTS EVALUATION

1) Did your firm contact Unions to initiate request for eligible trainee(s), in order to meet your firms EEO responsibilities?

Yes (attach communication documentation)

No

Union Name/ Local #: \_\_\_\_\_

Union Representative: \_\_\_\_\_

Date of Contact: \_\_\_\_\_

Union Referral Response time per CBA: \_\_\_\_\_

Union Referral Outcome: Eligible Trainee(s) referred  
Eligible Trainee(s) NOT referred

Date of Union Response: \_\_\_\_\_

Union Name/ Local #: \_\_\_\_\_

Union Representative: \_\_\_\_\_

Date of Contact: \_\_\_\_\_

Union Referral Response time per CBA: \_\_\_\_\_

Union Referral Outcome: Eligible Trainee(s) referred  
Eligible Trainee(s) NOT referred

Date of Union Response: \_\_\_\_\_

Union Name/ Local #: \_\_\_\_\_

Union Representative: \_\_\_\_\_

Date of Contact: \_\_\_\_\_

Union Referral Response time per CBA: \_\_\_\_\_

Union Referral Outcome: Eligible Trainee(s) referred  
Eligible Trainee(s) NOT referred

Date of Union Response: \_\_\_\_\_

Union Name/ Local #: \_\_\_\_\_

Union Representative: \_\_\_\_\_

Date of Contact: \_\_\_\_\_

Union Referral Response time per CBA: \_\_\_\_\_

Union Referral Outcome: Eligible Trainee(s) referred  
Eligible Trainee(s) NOT referred

Date of Union Response: \_\_\_\_\_

(use additional sheets as necessary to capture all union referrals)



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<b>GOOD FAITH EFFORTS EVALUATION CONTINUED</b>
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2) Did your firm take proactive steps to recruit applicants for training positions by advertising opportunities through multiple channels, such as workforce development agencies, community organizations, job centers, trade schools, union halls, job fairs, or public job boards?	Yes	No
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3) Does your firm maintain records or an applicant tracking system documenting recruitment efforts, applicants, hires, and trainee progression by job classification and training status?	Yes	No
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4) Did your firm utilize internal communication or employee referral practices to inform current employees about training opportunities and encourage referrals from their professional and community networks?	Yes	No
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5) Did your firm make efforts to assist interested applicant(s) with the application process or the union entry process?	Yes	No
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Describe specific efforts made to assist applicant(s) with application process and/or union entry:

6) Were entry-level or unskilled employees provided access to on-the-job training, skill development, or advancement opportunities into higher classifications when work was available and qualifications were met?	Yes	No
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Describe specific efforts made:

7) When hiring additional employees, did the firm make good faith efforts to expand the applicant pool through broad outreach and nondiscriminatory hiring practices, and document the results of those efforts?	Yes	No
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8) Please describe any challenges encountered in recruiting or training candidates and the steps taken to address those challenges.	Yes	No
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Please elaborate:

9) Did your firm contact the RIDOT Office of Compliance and Regulation to locate other resources for eligible OJT trainees?	Yes	No
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10) Did your firm contact Building Future's support line within the last year? If so, submit dates below.	Yes	No
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Date contacted:

Date contacted:

Date contacted:



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## GOOD FAITH EFFORTS EVALUATION CONTINUED

Please attach copies of any and all two-way documentation, e.g. letters/e-mails to organizations/unions as well copies of response letters received from organizations/unions in which they were unable to provide applicants to meet your EEO responsibilities.

## CERTIFICATION

All GFE supporting documentation attached.

**The Undersigned certifies that the provided information is true the best of his/her knowledge.**

Prime Representative:

Title:

Signature:

Date:

## OFFICE OF COMPLIANCE AND REGULATION ONLY

Date Received:

GFE Approved:

Yes

Contractor Notified:

No

Date Notified:

Comments: