



OJT Trainee Recruitment Good Faith Efforts (GFE) Documentation

RI Contract Number: _____

Contract OJT Goal- # of Hours: _____

Contract OJT Goal- # of Trainees: _____

Instructions: Completed TR11 form must be submitted if/when a contractor is unable to identify a trainee(s) within the historically underrepresented groups such as minorities, females and/or disadvantaged individuals.

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

CONTRACT INFORMATION

Contractor Name:	_____	Proposed Trainee:	_____
Contract Substantial Completion Date:	_____	Gender:	_____
# of Contract OJT Hrs./Trainees to date:	_____	Ethnicity/Disadvantaged Status:	_____

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

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Union Name/Local #:	_____	Union Representative:	_____
Date of Contact:	_____	Union Referral Response	_____
Union Referral Outcome:	Eligible Trainee(s) referred Eligible Trainee(s) <u>NOT</u> referred	Timeframe per CBA:	_____
		Date of Union Response:	_____

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Date of Contact:	_____	Union Referral Response	_____
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(use additional sheets as necessary to capture all union referrals)



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2. Did your firm create/post a job description specific to the trainee position*? Yes (Attach copy of posted trainee position description)
No

* **Note-** To encourage applicants, posted Trainee job description should highlight transferrable skills and/or aptitudes in comparable qualifying experiences or craft areas, rather than solely specifying the type of work to be performed or equipment to be used.

3. Did your firm place job advertisement announcements in newspapers, newsletter, websites and/or other publications that serve the *female, minority, and disadvantaged communities*? Yes (Identify all publications and attach copy of each advertisement)
No

Publication _____	Date _____
Publication _____	Date _____
Publication _____	Date _____

4. Did your firm mail/e-mail job announcements to organizations that serve the women, minority, and disadvantaged communities? Yes (Attach mailing list & copy of announcement sent)
No

5. Did your firm follow up on job announcements sent to community organizations with a second contact to determine if any applicants were interested? Yes (Attach proof of follow up)
No

6. Did your firm provide community organizations that serve the women, minority, and disadvantaged communities with adequate information about the training position opportunity and with the specific details on the application process? Yes (Attach proof of contact)
No

7. Did your firm make efforts to assist interested applicant(s) with the application process or the union entry process? Yes (Describe below the efforts made)
No

Describe specific efforts made to assist applicant(s) with application process and/or union entry:

8. Did your firm effectively utilize services made available by community organizations that serve the women, minority, and disadvantaged communities to aid in the recruitment and placement of applicants? Yes (Identify the resources below)
No

Describe specific efforts made:

Resource: _____	Date contacted: _____
Resource: _____	Date contacted: _____
Resource: _____	Date contacted: _____



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9. Please attach copies of any and all two-way documentation, e.g. letters/e-mails to organizations (likely to yield minorities or females), copies of response letters received from organizations in which they were unable to provide applicants to meet your EEO responsibilities.

Describe specific efforts made:

10. Did your firm reject any applicant(s) as unqualified with sound justification based on a thorough investigation of their capabilities? Yes (Attach justification documentation)
No

Per **FHWA-1273** form: *"In the event the union is unable to provide the contractor with a reasonable flow of referrals within the time limit set forth in the collective bargaining agreement, the contractor will, through independent recruitment efforts, fill the employment vacancies without regard to race, color, religion, sex, national origin, age or disability; **making full efforts to obtain qualified and/or qualifiable minorities and women.** The failure of a union to provide sufficient referrals (even though it is obligated to provide exclusive referrals under the terms of a collective bargaining agreement) does not relieve the contractor from the requirements of this paragraph"*

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 CIVIL RIGHTS USE ONLY

Date Received: _____ GFE Approved: Yes
Assigned OCR Staff: _____ No
Contractor Notified: Yes No
Date Notified: _____

Comments: