

## Project Review Process

The following procedures will be followed during an onsite project review:

1. Locate and interview the project superintendent (Lead Contractor/Construction Manager).
  - Obtain a list of all prime and subcontractors onsite.
  - Review critical path schedule.
2. Locate and interview the foreman/superintendent of each prime contractor and subcontractor. Identify the contractor's construction trades, number of employees, number of minorities and women onsite.
3. Locate and interview field personnel onsite.
  - If an individual alleges discrimination during an interview, they will be informed of their rights as it relates to filing a discrimination complaint and will be provided with contact information relative to the agencies they can file a charge of discrimination.
4. Observe job trailers to ensure EEO posters, contractor's EEO and sexual harassment policies are posted.
5. Observe project site to ensure obscene or offensive materials and/or markings are not displayed onsite.
  - If obscene or offensive materials and/or markings are found onsite, the foreman/superintendent will be informed to remove the material and/or markings immediately.

### **NOTE:**

- Project reviews will be conducted for the duration of the project.
- Interviews usually take approximately two minutes to conduct with each person.
- Information gathered during a project review will assist our office in determining whether a contractor is exerting good faith efforts to comply with the State of Ohio's EEO requirements.