RECORD OF SUPERVISORY AND OFFICE PERSONNEL EEO MEETING OR INDIVIDUAL ORIENTATION

1. COMPANY NAME:	**2. DATE OF MEETING (M/D/Y):**
3. FEID # OR FDOT VENDOR #:	**4. NAME OF EEO OFFICER:**
5. CHECK TYPE OF MEETING: ☐ **INDIVIDUAL ORIENTATION** ☐ **EEO MEETING**	**6. ADDRESS WHERE MEETING HELD:**

7. EEO OFFICER'S CERTIFICATION:

The signature of this Company's EEO Officer is certification that an individual orientation or meeting was held with supervisory personnel and others involved in personnel matters to address all aspects of our equal employment opportunity (EEO) obligations. The major topics were addressed and a signed attendance record was made.

SIGNATURE: _____, EEO OFFICER

8. MAJOR TOPICS ADDRESSED:

- ✓ EEO Policy and Affirmative Action Plan
- ✓ Identification of EEO Officer
- ✓ Equal Employment Opportunity and recruitment
- ✓ Wages and Payrolls
- ✓ Utilization of Disadvantaged Businesses
- ✓ Bulletin Boards
- ✓ Interviews by State and Federal representatives
- ✓ Training opportunities
- ✓ Complaints

9. ATTENDEES: **PRINTED NAME AND TITLE**	**SIGNATURE**

ATTACH ADDITIONAL PAGES IF NECESSARY