

## Quick Reference Guide (QRG)

<b>AREA:</b>	Construction	<b>BRANCH:</b>	Construction Programs
<b>FUNCTION/TASK:</b>	Field Interview (EEO Form) AASHTOWare Project	<b>EFFECTIVE DATE:</b>	05/22/2025
<b>CREATED BY:</b>	Aaron Cooper	<b>VERSION:</b>	1
		<b>REVISED DATE:</b>	

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### AUTHORIZATION

John Thomas- Transportation Manager

### PURPOSE

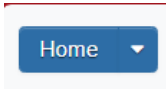
Field Interview (EEO Form)

### SUMMARY

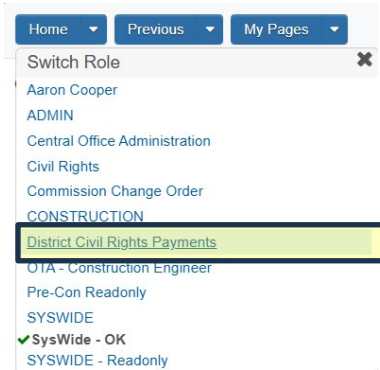
How to fill out Field Interview (EEO Form) on AASHTOWare Project

## Filling Out the EEO Form(Field Interview)

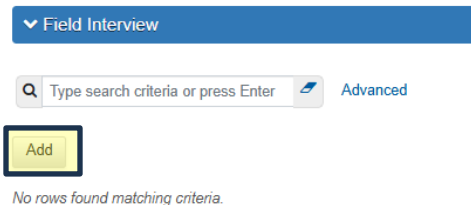
**Step 1:** Click “*Expand Home*” arrow on the **Home** button.



**Step 2:** Select the “*District Civil Rights Payments*” Role.



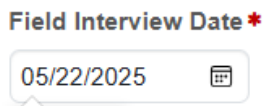
**Step 3:** Under the **Field Interview** component header click “*Add*”.



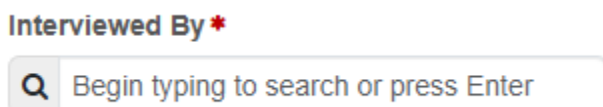
**Step 4:** In the **Contractor ID** search box, search the “*Contractor Needed*” for this search “*Allen Construction (150026)*”.



**Step 5:** In the **Field Interview Date** box, select the date the Field Interview occurred. For this select “*05/22/2025*”.



**Step 6:** Fill out the **Interviewed By** field.



**Step 7:** In the **Comments** box, you may leave a comment but the field is not required.

Comments

**Step 8:** Select the checkboxes below the Comments text box that pertain to the current Filed Interview. For this I am selecting both checkboxes.

The Bulletin Board is up and contains all up to date required information



It is the opinion of the interviewer that the contractor has taken the required action to comply with all of the Labor requirements in his contract



**Step 9:** Click **“Save”**.



(It will notify you that save was complete (Notice the Green Save bar))

Field Interview - Successfully Saved



**Step 10:** Click the **“Component Action Menu”**.



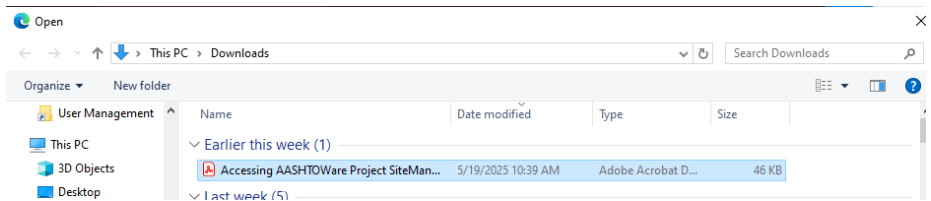
**Step 11:** Click **“Attachments”** from the drop-down menu.



**Step 12:** Click **“Select File”** button.

Select File...

**Step 13:** Select the File you need to attach and double click it.



**Step 14: Click “Save”.**



(It will notify you that save was complete (Notice the Green Save bar))

