

RECORD OF EMPLOYEE INTERVIEW

GRANTEE/CONTRACT: #					
NAME OF PROJECT:					
CONTRACTOR <input type="checkbox"/> OR SUBCONTRACTOR <input type="checkbox"/>					
1. NAME OF EMPLOYEE:					
2. EMPLOYEE'S PERMANENT HOME ADDRESS:				LOCATED IN PROJECT AREA?	
				YES	NO
3. LAST DATE WORKED THIS PROJECT:			NUMBER OF HOURS WORKED THAT DATE:		
4. HOURLY PAY RATE: \$					
5. WHAT IS YOUR JOB CLASSIFICATION:					
6. WHAT ARE YOUR DUTIES;					
7. TOOLS OR EQUIPMENT USED:					
8. PAID AT LEAST TIME AND A HALF FOR ALL HOURS WORKED OVERTIME				YES <input type="checkbox"/>	NO <input type="checkbox"/>
9. EVER THREATENED, INTIMIDATED OR COERCED INTO GIVING UP PART OF PAY?				YES <input type="checkbox"/>	NO <input type="checkbox"/>
10. DUTIES/JOB CLASSIFICATION OBSERVED BY INTERVIEWER:					
11. MINORITY STATUS	YES <input type="checkbox"/>	NO <input type="checkbox"/>	GENDER:	MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>
12. DATE (month/year) HIRED: OR RECALLED (if applicable):					
Signature of Interviewer			Date of Interview		
<p align="center">PAYROLL EXAMINATION</p> REMARKS:					
Signature of Payroll Examiner			Date		