Pat Quinn, Governor
Rocco J. Claps, Director

IDHR Number _____
Desk Audit Number _____

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
PUBLIC CONTRACTS UNIT
DESK AUDIT QUESTIONNAIRE

General Instructions

- This form is available to be filled out online and emailed to idhr.publiccontracts@illinois.gov, or sent by mail to IDHR
- Answer all questions.
- If company, through computer printout or other format, maintains information that addresses all or part of a question, such documentation may be attached in lieu of filling out the applicable section of the questionnaire. These support documents may be either sent by mail or email.
- Please contact the Program Administrator of the Public Contracts Unit for assistance at idhr.publiccontracts@illinois.gov
- All materials will be kept or destroyed by IDHR at our discretion.

For response by mail

- Please type or print in ink. If space is inadequate, attach additional sheet. Give the number of the question being answered.
- Send to: Illinois Department of Human Rights, 100 W. Randolph Street, Suite 10-100, Chicago, Illinois 60601 Attn: Florence Griffin, Public Contracts Unit.

For Response by email

- This form is available to be filled out online and emailed to idhr.publiccontracts@illinois.gov
- Please type in the live fields.

PART ONE: ALL PUBLIC CONTACTORS AND ELIGIBLE BIDDERS MUST COMPLETE

SECTION A – GENERAL INFORMATION

1. Legal name of company, mailing address.

   1a. Company's county

   1b. Describe briefly the type of work/services the public contractor/eligible bidder provides

2. List the following for the person completing this form:
   2a. Full name

   2b. Job title

   2c. Mailing address

   2d. Telephone and fax number

   2e. E-mail address

3. Is the company a parent, subsidiary, or an affiliate of another company?
   Yes ___ No ___. If yes, please describe.

   3a. Describe the type of products/services the company provides.

4. Does the company operate from more than one Illinois location?
Yes ___ No ___ If yes, provide city (cities) and number of employees at each location.

5. Is the company a federal contractor subject to Executive Order No.11246 as amended?
Yes ___ No ___ if no, continue to question 6.

If yes, has company undergone a desk audit by the Office of Federal Contract Compliance Programs (OFCCP)?
Yes ___ No ___

If yes, provide date of audit and attach a copy of OFCCP's letter of findings.

Date _____.

6. Does the company have a written affirmative action plan?
Yes ___ No ___ if yes, **attach a copy**.

SECTION B – COMPLAINTS OF UNLAWFUL DISCRIMINATION

7. During the last three years, has an employee filed a complaint of unlawful discrimination with the United States Equal Employment Opportunity Commission ("EEOC"), the Illinois Department of Human Rights, or other governmental entity? Yes ___ No ___

If yes, list the following for each complaint:

7a. The complaint number and the governmental agency with whom the complaint was filed.

7b. A summary of the complaint.

7c. The status of the complaint.

8. During the last three years, has an employee filed an internal complaint of unlawful discrimination with the company? Yes ___ No ___
If yes, list the following for each complaint:

8a. A summary of the complaint.

8b. The status of the complaint.

SECTION C - PERSONNEL POLICIES, PRACTICES AND PROCEDRUES

9. Has the company developed a written equal employment opportunity policy statement?
Yes ___ No ___ If yes, **attach a copy.**

10. Has the company developed a sexual harassment policy statement?
Yes ___ No ___ If yes, **attach a copy.**

11. Does the company have a policy manual or an employee handbook containing all of the employers' policies? Yes ___ No ___ If yes, **please provide a copy of the manual or handbook.**

SECTION D – PUBLIC CONTRACT

12. Has the Company entered into a public contract or been given an award or grant by the State of Illinois to finance in whole or in part a public contract using their Public Contract Number?
Yes ___ No ___. If No, skip Part Two (questions 13 through 19) and proceed to Part Three (question 20).

PART TWO –PUBLIC CONTRACTORS

13. List the following for each public contract entered into using your Public Contract Number:

13a. The name of the contracting governmental agency.

13b. The date of the contract.

13c. The amount of the contract.

13d. Has the company hired employees to perform the contract? Yes ___ No ___. If yes, **please attached a copy of the company's underutilization analysis** for the newly hired employees.

14. Did the company use subcontractors to complete the public contract? Yes ___ No ___.

    If yes, did the company include the Equal Opportunity Clause set forth in Appendix A of 44 Ill.Admin.Code., Ch. X, Section 750 of the Department's Rules and Regulations. Yes ___ No___. If yes, **please attach a copy of the subcontract** which contains this provision.

15. Does the company utilize employment applications?
    Yes ___ No ___ If yes, **please attach a copy of the application.**

16. Has the company advertised vacancies within the last 12 months?
    Yes ___ No ___ If yes, **please attach a copy of advertisement(s).**

17. Describe briefly the method used by the company to recruit new employees.

    Are recruitment organization(s) used? Yes ___ No ___.

    Submit a copy of the applicant flow log for all those hired, not hired, promoted and not promoted who applied for an open position by race and sex during this review period 7/1/12 through 6/13/2013

18. Is the company bound by a collective bargaining or other agreement to use a labor organization or other representative of workers? Yes ___ No ___. If yes, **please attach a copy of the following:**

    18a. The collective bargaining agreement.

    18b. The underutilization analysis that was provided to the labor organization.

    18c. The manner of notification to the labor organization or representative of the company's obligations for equal employment opportunity and affirmative action.

19. How are employees made aware of company's equal opportunity/non-discrimination program?

P ART THREE: STATISTICAL INFORMATION

Complete and return the enclosed workforce analysis form.

20. Workforce information as of _____.
    (Date)

21. Has the company reviewed its workforce within the last 12 months to determine whether minorities and/or females are unrepresented?
Yes ☐ No ☐ If yes, **provide a copy of that review.**

The Department may require additional information if needed.

Attached are definitions of the EEO Job Categories. These definitions will assist in determining how position titles are classified.

ILLINOIS DEPARTMENT OF Human Rights

Pat Quinn, Governor
Rocco J. Claps, Director

Employment Data (EEO-1 Category)

Company Name	
Period (as of)	
Email	
Desk Audit #	

JOB CATEGORIES	MALE						FEMALE						TOTAL
	W	B	H	A	AI	**T**	W	B	H	A	AI	T	
Executive/Senior Level Officials													
First/Mid-Level Officials and Managers													
Professionals													
Technicians													
Sales Workers													
Administrative Support Workers													
Craft Workers													
Operatives													
Laborers and Helpers													
Services Workers													
TOTAL													

W – White H – Hispanic B- Black A- Asian AI – American Indian
T – Total

Rev. 08/2010

Descriptions of Job Categories

Executive/Senior Level Officials and Managers

Individuals who plan, direct and formulate policies, set strategy and provide the overall direction of enterprises/organizations for the development and delivery of products or services, within the parameters approved by boards of directors or other governing bodies. Residing in the highest levels of organizations, these executives plan, direct or coordinate activities with the support of subordinate executives and staff managers. They include, in larger organizations, those individuals within two reporting levels of the CEO. Examples of these kinds of managers are: chief executive officers, chief operating officers, chief financial officers, line of functional areas or operating groups, chief information officers, chief human resources officers, chief marketing officers, chief legal officers, management directors and managing partners.

First/Mid Level Officials and Managers

Individuals who serve as managers, other than those who serve as Executive/ Senior Level Officials and Managers, including those who oversee and direct the delivery of products, services or functions at group, regional or divisional levels of organizations. These managers receive directions from the Executive/Senior Level management and typically lead major business units. They implement policies, programs and directives of executive/senior management through subordinate managers and within the parameters set by Executive/Senior Level management. Examples of these Kinds of managers are: vice presidents and directors, Group, regional or divisional controllers; treasurers; human Resources, information systems, marketing, and operations managers. The First/Mid Level Officials and Managers sub- Category also includes those who report directly to middle managers. These individuals serve at functional, line of business segment or branch levels and are responsible for directing and executing the day-to-day operational objectives of officials and managers to subordinate personnel and, in some instances, directly supervising the activities of exempt and non-exempt personnel. Examples of these kinds of managers are: first-line managers; team managers; unit managers; operations and production managers; branch managers; administrative services managers; purchasing and transportation managers; storage and distribution managers; call center or customer service managers; technical support managers; and brand or product managers.

Professionals

Most jobs in this category require bachelor and graduate degrees, and/or professional certification. In some instances, comparable experience may establish a persons qualifications. Examples of these kinds of positions include: accountants and auditors; airplane pilots and flight engineers; architects; artists; chemists; computer programmers; designers; dieticians; editors; engineers; lawyers; librarians; mathematical scientists; natural scientists; registered nurses; physical scientists; physicians and surgeons; social scientists; teachers; and surveyors.

Technicians

Jobs in this category include activities that require applied scientific skills, usually obtained by post secondary education of varying lengths, depending on the particular occupation, recognizing that in some instances additional training, certification, or comparable experience is required. Examples of these types of positions include: drafters; emergency medical technicians; chemical technicians; and broadcast and sound engineering technicians.

Sales Workers

These jobs include non-managerial activities that wholly and primarily involve direct sales. Examples of these types of positions include: advertising sales agents; insurance sales agents; real estate brokers and sales agents; wholesale sales representatives; securities, commodities, and financial services sales agents; telemarketers; demonstrators; retail salespersons; counter and rental clerks; and cashiers.

Administrative Support Workers

These jobs involve non-managerial tasks providing administrative and support assistance, primarily in office settings. Examples of these types of positions include: office and administrative support workers; bookkeeping; accounting and auditing clerks; cargo and freight agents; dispatchers; couriers; data entry keyers; computer operators; shipping, receiving and traffic clerks; word processors and typists; proofreaders; desktop publishers; and general office clerks.

Craft Workers formerly Craft Workers (Skilled)

Most jobs in this category includes higher skilled occupations in construction (building trades craft workers and their formal apprentices) and natural resource extraction workers. Examples of these types of positions include: boilermakers; brick and stone masons; carpenters; electricians; painters (both construction and maintenance); glaziers; pipe layers, plumbers, pipefitters and steamfitters; plasterers; roofers; elevator installers; earth drillers; derrick operators; oil and gas rotary drill operators; and blasters and explosive workers. This category also includes occupations related to the installation, maintenance and part replacement of equipment, machines and tools, such as: automotive mechanics; aircraft mechanics; and electric and electronic equipment repairers. This category also includes some production occupations that are distinguished by the high degree of skill and precision required to perform them, based on clearly defined task specifications, such as: millwrights; etchers and engravers; tool and die makers; and pattern makers.

***Operatives* formerly Operatives (Semi-skilled)**

Most jobs in this category include intermediate skilled occupations and include workers who operate machines or factory-related processing equipment. Most of these occupations do not usually require more than several months of training. Examples include: textile machine workers; laundry and dry cleaning workers; photographic process workers; weaving machine operators; electrical and electronic equipment assemblers; semiconductor processors; testers, graders and sorters; bakers; and butchers and other meat, poultry and fish processing workers. This category also includes occupations of generally intermediate skill levels that are concerned with operating and controlling equipment to facilitate the movement of people or materials, such as: bridge and lock tenders; truck, bus or taxi drivers; industrial truck and tractor (forklift) operators; parking lot attendants; sailors; conveyor operators; and hand packers and packagers.

Laborers and Helpers formerly Laborers (Unskilled)

Jobs in this category include workers with more limited skills who require only brief training to perform tasks that require little or no independent judgment. Examples include: production and construction worker helpers; vehicle and equipment cleaners; laborers; freight, stock and material movers; service

station attendants; construction laborers; refuse and recyclable materials collectors; septic tank servicers; and sewer pipe cleaners.

Service Workers.

Jobs in this category include food service, cleaning service, personal service, and protective service activities. Skill may be acquired through formal training, job-related training or direct experience. Examples of food service positions include: cooks; bartenders; and other food service workers. Examples of personal service positions include: medical assistants and other healthcare support positions; hairdressers; ushers; and transportation attendants. Examples of cleaning service positions include: cleaners; janitors; and porters. Examples of protective service positions include: transit and railroad police and fire fighters; guards; private detectives and investigators.