

Mississippi Department of Transportation
OJT Interview Form

Date: _____
Project Number: _____ County: _____
Contractor: _____
Project Engineer: _____

Answers Provided by Trainee

Trainee Name: _____
Address: _____
Race: White ____ Black ____ Hispanic ____ Asian ____ American Indian ____ Other ____
Sex: Male ____ Female ____ Age: ____

1. Have you previously performed work in the training classification that you are now presently enrolled? _____
If yes, provide details _____
2. How long have you worked for this contractor? _____
3. When did you start working on this project? _____
4. What is your job classification on this project? _____
5. Has your trainee pay rate been explained to you? _____
6. How did you get into the training? New Hire ____ Upgrade ____
7. Who supervises, reviews, and approves your work? _____
8. What types of tools or equipment do you use during training? _____

9. Has the contractor's training program been explained to you? If yes, When and by Whom _____

- If no, please explain _____
10. Are you aware of the EEO Officer and complaint procedure for the company? _____
If no, please explain _____

11. Has anyone informed you on the location of the project bulletin board? _____
12. Do you feel that you should be trained for another job? _____ If yes, which job and why _____

13. Any complaints concerning the training that you are receiving? _____ If yes, what _____

Trainee Signature: _____

To Be Answered by the Interviewer

Indicate the job classification for this trainee as shown on certified payroll for this project _____
Week ending _____ Rate of Pay: _____

Additional Comments: _____

MDOT – OJT Coordinator Signature: _____