### **REVIEW GUIDELINES**

(For: Project Office, Central Laboratory, District Offices)

Review Date:	Review Location:
Personnel Met With:	
A) Current Process/Procedures	for Determining & Assigning Staffing
	ines, criteria (templates) are used to determine and umbers of construction and materials staff for:
<ul> <li>The Project Construction</li> </ul>	Office?
<ul> <li>The Central Materials La</li> </ul>	boratory?
■ The District Office Constr	ruction & Materials Sections?
The District Office Coristi	detion a materials dections:
<ul> <li>Individual construction Pr</li> </ul>	rojects in each District?

### A) Current Process/Procedures for Determining & Assigning Staffing (Continued)

*	What is the role & function of the Project Construction Office in Staffing Process?
*	What is the role & function of the Central Laboratory in Staffing Process?
*	What is the role & function of the District Office in Staffing Process?

### A) Current Process/Procedures for Determining & Assigning Staffing (Continued)

❖ What is the total number of active construction projects and number of construction and materials personnel for each year from 1995 thru 2000?

Year	# of Projects	# of Construction Personnel	# of Materials Personnel
1995			
1996			
1997			
1998			
1999			
2000			

What is the number of construction projects currently underway in each District for each Project Type?

Project Types	District 1	District 2	District 3	District 4	District 5
Federal-Aid					
Non Federal-Aid					
Interstate					
NHS < \$5 Million					
NHS > \$5 Million					
Non-NHS < \$10 Million					
Non-NHS > \$10 Million					
Total # of Projects:					

❖ Based on current STIP, what is the number of projects anticipated in each District for Federal Fiscal Years FY-XX thru FY-XX?

Federal Fiscal Year	District A	District B	District C	District D	District E	Total

### B. Projected Overall Staffing Needs vs. Overall Current Staffing Levels

❖ What is the minimum/optimum number of construction and materials personnel projected to be needed for the total number of anticipated construction projects in each Federal Fiscal Year from FYXX thru FYXX?

Federal Fiscal Year	# of Projects	# of Construction Personnel	# of Materials Personnel

❖ Titles/Grades of <u>current</u> construction personnel in the Project Construction Office?

Title	Grade	# of Personnel

### B. Projected Overall Staffing Needs vs. Overall Current Staffing Levels (Cont'd.)

❖ Titles/Grades of <u>current</u> materials personnel in the Central Laboratory?

Title	Grade	# of Personnel

❖ Titles/Grades of <u>current</u> construction and materials personnel in each District Office?

Title	Grade	# of Personnel
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		_

### B. Projected Overall Staffing Needs vs. Overall Current Staffing Levels (Cont'd.)

❖ Titles/Grades of <u>current</u> construction and materials personnel assigned to projects in each District?

Title	Grade	# of Personnel

### B. Projected Overall Staffing Needs vs. Overall Current Staffing Levels (Cont'd.)

<b>*</b>	Are <u>current</u> construction & materials staffing levels considered adequate when compared to the minimum/optimum number of construction and materials personnel projected to be needed for the total number of construction projects currently active?
<b>*</b>	Are any problems regarding staffing perceived by Project Construction Office, Central Laboratory, or District Offices?
<b>*</b>	Does the Project Construction Office, Central Laboratory, or District Office feel the need for increasing construction & materials staffing in the near future?

### C. Recruitment & Retention of Qualified Construction & Materials Staff

<b>*</b>	How are construction & materials vacancies filled?
*	What are the recruiting efforts used to attract new construction and materials personnel (College, High School, Technical Schools, Newspapers, Professional Journals, Professional Societies, Other)?
*	Is any formal internal State DOT training program in place for construction & materials personnel?
*	Money per year invested in training construction & materials personnel?

#### C. Recruitment & Retention of Qualified Construction & Materials Staff (Cont'd)

<b>*</b>	Is more	training	needed fo	r construction	&	materials	personnel?
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What type(s) of training is needed?

How many construction and materials personnel have left Project Construction Office, Central Laboratory, or Districts in the past 1 Year; 5 Years; 10 Years?

Title	Grade	# of Personnel					
Number of Employees who left in past 1 Year							
	_						
Number of Employees who	left in past 5 Years						
Number of Employees who left in past 10 Years							

### C. Recruitment & Retention of Qualified Construction & Materials Staff (Cont'd)

<b>*</b>	Is the number of construction and materials personnel who left an expected average
	due to retirement, health, or other "normal" attrition factors?

♣ Has there been an increase or decrease in number of personnel who left in the past 1 Year; 5 Years; 10 Years compared with previous years?

How many employees have been hired or assigned to Project Construction Office, Central Laboratory, or Districts in the past (1 Year, 5 Years, 10 Years)?

Title	Grade	# of Personnel				
Number of Employees hired or assigned in past 1 Year						
Number of Employees hired or as	ssigned in past 5 Y	ears				
	-					
Number of Employees hired or assigned in past 10 Years						