





MONTANA
Department of Transportation

Office of Civil Rights On-the-Job Training Good Faith Effort Log

OJT Program Manager:
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It is important to document your “good faith efforts” toward recruitment of an eligible OJT candidate. Use this form to track your efforts. Attach copies of associated ads, postings, and email communication. Send this form and supporting documentation to the OJT Program Manager if you are unable to hire a viable candidate or replacement for the training position(s).

PROJECT INFORMATION		
Prime Contractor:	Contract ID:	Training Goals Assigned:
Contractor fulfilling the OJT Requirement (if not Prime):	Project Description:	Project Start Date:
Person(s) Responsible for Recruitment:	Fed/State Project Number:	Project Completion Date: