



Iowa Department of Transportation

800 Lincoln Way, Ames, Iowa 50010

Phone: 515-239-1422

Fax: 515-239-1325

May 8, 2009

Prevent a Home Office COMPLIANCE REVIEW Visit

To prevent a Home Office COMPLIANCE OFFICE REVIEW VISIT from being performed on your company, you need to post all your future job openings with AGC's JOBS CAREER WEBSITE, before seeking any applicants, or making any new hires. You need to post specific job openings for each individual job class you are seeking applicants for. You need to **allow enough time (e.g. a minimum of 72 hours)** to receive applications from women and minorities, and not simply hire the first person to come in who meets the qualifications.

Sincerely,

A handwritten signature in cursive script that reads "Jim H. Kelly".

Jim H. Kelly
EEO Compliance Officer

JHK:mmm