

**SAMPLE FORMAT FOR RECORDKEEPING
ESTIMATED PROJECT WORK FORCE BREAKDOWN**

M/WBE PARTICIPATION

JOB CATEGORY	TOTAL ESTIMATE D POSITIONS NEEDED FOR PROJECT	NO. POSITIONS OCCUPIED BY PERMANENT EMPLOYEES	NUMBER OF POSITIONS NOT OCCUPIED	NUMBER OF POSITIONS TO BE FILLED WITH M/WBE
OFFICER/SUPERVISOR				
PROFESSIONAL				
TECHNICAL				
HEQ. SALES/RENTAL MANAGEMENT				
OFFICE/CLERICAL				
SERVICE WORKERS				
TRACE				
JOURNEYMAN				
HELPERS				
APPRENTICES				
TRAINEES				
CONTRACTS:				
OTHERS				

Company _____

Project Name _____

Person Completing Form _____

Date _____

