



WALTERS STATE COMMUNITY COLLEGE

Affirmative Action Report

DOCUMENTATION OF INTERVIEW

This form is to be completed for each applicant interviewed. Please complete and return to the Human Resources Office concurrent with or prior to submitting an employment recommendation.

Position _____

Name of Applicant _____

Address _____

Employed by WSCC previously _____

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APPLICANT LEARNED OF THE OPENING FROM:

_____ General Inquiry

_____ Personal referral

_____ Newspaper advertisement

_____ Other _____

_____ Tennessee Career Center

Date of Application _____

Date of Interview _____

Location of Interview _____

Name(s) and Title(s) of Interviewer(s) _____

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Please complete the FOLLOW-UP on the reverse side of this form.

FOLLOW-UP

Why Employed

(Please check the appropriate boxes)

- | | |
|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Necessary work related experience | <input type="checkbox"/> Shows an understanding of the Comprehensive Community College philosophy |
| <input type="checkbox"/> Professional skills and training | <input type="checkbox"/> Good reference checks |
| <input type="checkbox"/> Met educational requirements | <input type="checkbox"/> Had dual qualifications that enhanced the attractiveness of the candidate |
| <input type="checkbox"/> Able to work adjustable hours | |
| <input type="checkbox"/> Demonstrates interest and enthusiasm for the position | |

Additional comments: _____

Signature/Title

Why Not Employed

(Please check the appropriate boxes)

- | | |
|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Successful candidate had more work-related experience | <input type="checkbox"/> Lacks understanding of the Comprehensive Community College philosophy |
| <input type="checkbox"/> Successful candidate had more professional skills and training | <input type="checkbox"/> Poor reference checks |
| <input type="checkbox"/> Successful candidate had higher educational qualifications | <input type="checkbox"/> Unfavorable interview |
| <input type="checkbox"/> Salary requirements are too high | <input type="checkbox"/> Dwells on negative aspects of the job |
| <input type="checkbox"/> Unable to work adjustable hours | <input type="checkbox"/> Lacks enthusiasm and interest in the position |
| <input type="checkbox"/> Asked to be withdrawn from consideration | <input type="checkbox"/> Unable to contact |

Additional comments: _____

Signature/Title