



**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