

ROANE STATE COMMUNITY COLLEGE

Harriman, TN 37748

EMPLOYMENT COMPLIANCE FORM

This form is to be used for recommendations for all staff and faculty appointments. The appropriate supervisor must sign the compliance report and route it with all relevant data (completed application, resume, transcripts, and references) to the appropriate Vice President and the President. When the AA/EEO Office has affirmed all procedures and policies have been followed, the application is given to the Salary Equity Committee for review. The Salary Equity Committee makes a salary recommendation and forwards it to the President for approval. Only after the President has signed the Employment Compliance Form can a job offer be made by Human Resources.

Name: _____ Position: _____

(Person Recommended)

Classification: _____ Expected Date of Employment: _____

1. A. Briefly enumerate steps taken in seeking applicants for this position:

B. Document below contacts with other-race applicants: (for faculty and administrative positions only)

2. Briefly enumerate steps taken in screening applicants for this position:

3. Number of present employees who applied: _____

Number of employees interviewed: _____

Was a present employee promoted? _____ (yes) _____ (no)

4. Briefly summarize sex and ethnic identity of applicants:

5. In considering all applicants for this position, list reasons why this candidate is recommended:

6. I certify that established employment procedures have been followed in the selection of this candidate. If a faculty appointment, I also certify the appointee has successfully completed a mini-teaching unit in the course discipline and can communicate effectively with students in the English language in compliance with TBR Policy number 5:02:01:03.

Date (Appropriate Supervisor)

Date (Human Resource/AA Coordinator)

7. Number years experience in higher education (By Supervisor): _____ Number years related experience (By Supervisor): _____

8. Salary Recommendation (By Supervisor): _____ (Initials of Salary Equity Committee Member)

9. Approved: Executive Officer _____ Date _____

President _____ Date _____

Original - Human Resource Office

Yellow Copy - Supervisor

Pink Copy - Executive Officer

Gold Copy - Payroll