ROANE STATE COMMUNITY COLLEGE
EMPLOYEE RECRUITMENT PACKAGE CHECKLIST

This package contains appropriate forms to fill position vacancies. Please refer to Detailed Employment Procedure. (PA-18-01) in the Policy Manual for instructions.

Checklist To Be Retained by Committee Chair

STEPS	FORM/METHOD	RESPONSIBLE OFFICE
1. Approval to fill position	Position Request Form Per/G-122 (9/96)	Dean/Associate Department Head
2. Appointment of Selection Committee	Selection Committee Form	Chairperson
3. Route for approval a. Position Request Form b. Selection Committee Form	Campus Mail/Hand Delivered	Human Resources
4. Develop Advertisement	Position Request Form	Human Resources/AA
5. Develop Advertising/Recruitment Plan	RSCC Position Open Distribution Form	Human Resources/AA
6. Applicant Pool Review/Approval	Applicant Data Form/ Applicant Qualification Checklist	Human Resources/AA
7. Qualified Applicant Pool Delivered Committee Chair	Campus Mail/Hand Delivered	Human Resources/AA
8. Selection Committee Training (if appropriate)	Videos/Manuals/Handouts	Chairperson/Committee
9. Applicant Interviews/Selections	Interview Guide For Selection/Summary Form	Chairperson/Committee
10. Reference Checks: Employment *Notes 1, 2, 3	Telephone Reference Check form	Chairperson/Committee
11. Applicant Recommendation	RSCC/Employment Compliance Form	Selection Chairperson/ Executive Officer
12. Affirmative Action/EEO Review	RSCC/Employment Compliance Form	Human Resources/EEO/AA Officer
13. Salary Approval Review	Salary Recommendation Worksheet/Compliance Form	Salary Equity Committee
14. Appointment	RSCC/Employment Compliance Form	President (TBR/if appropriate)
15. Employment Offer	Compliance Form	Human Resources
16. Employment Contract/Offer Letter/Orientation	Compliance Form	Human Resources

Note 1.   For all faculty positions, the committee chair shall arrange for candidates interviewed by the committee to present a mini-teaching unit as part of the interview process.

Note 2.   For all positions the President may interview the candidate to be recommended by the committee, before the Employment Compliance Form is submitted to Human Resources.

Note 3.   For all clerical/secretarial positions the candidate to be recommended by the department head to fill a position must submit an official typing test from a local Tennessee Job Service Office (if appropriate). Approximately 45 words per minute is accepted standard.