

RECRUITMENT/SELECTION RECORD

In Compliance with the Affirmative Action Plan of Virginia Highlands Community College

Position No. _____ () Administrative Faculty Availability Date _____
 Job Title _____ () Teaching Faculty Application Deadline Date _____
 Role Title _____ () Classified Staff

REQUIRED FOR	ADVERTISEMENT/NOTIFICATION OF VACANCY	DATE	INITIAL
All	College Web Site	_____	_____
All	Official College Bulletin Board	_____	_____
Classified	RECRUIT	_____	_____
Faculty	VCCS Human Resource Services (Web Site Link)	_____	_____
Faculty	"Chronicle of Higher Education"	_____	_____
Faculty	"Affirmative Action Register" or "Black Issues in Higher Education"	_____	_____
Faculty	"Roanoke Tribune"	_____	_____
Faculty	"Bristol Herald Courier"	_____	_____
Opt.	Other Publications	_____	_____
	_____	_____	_____
	_____	_____	_____
Faculty	College & University Placement Offices List	_____	_____
All	Local Organizations List	_____	_____
Opt.	Other Sites (Specify)	_____	_____

REVIEW OF APPLICANT POOLS

All VHCC Active Applicant Files _____
 Opt. Other (Specify) _____

SELECTION PROCESS

Selection guidelines/training provided to committee or supervisor _____

Remarks: _____

SELECTION

I certify that the applicants on the attached listing are ALL the applicants for employment that have been received for this position. All relevant applicants from the past three months have been reviewed and listed. There was no discrimination based on race, color, national origin, sex, religion, age or disability.

I recommend the hiring of _____ / _____ / _____
First Choice Second Choice Third Choice

_____ _____ _____
 Immediate Supervisor Title Date

Reviewed: _____ Vice President of Instruction/S.S. _____ Vice President of Administration _____ Affirmative Action Officer _____ Human Resource Manager

Approved: _____ President