

APPLICANT AUTHORIZATION FOR REFERENCE CHECK

I voluntarily consent to allow Jackson State Community College or any of its officers, employees, or agents to check my references by contacting any person or entity whom they deem to be an appropriate reference. I understand that these questions may be about my personal or educational background, work experience, character, or personality.

Please print name: _____

Applicant's Signature: _____

Date: _____

BACKGROUND CHECK ACKNOWLEDGMENT FORM

I hereby authorize Jackson State Community College and/or any of its officers, employees, or agents to investigate my background, references, character, education, past employment, and/or criminal records in order to confirm my qualifications for employment as represented on my résumé and/or employment application, and/or in my employment interview.

By signing below, I release Jackson State Community College and/or its officers, employees, and/or agents, as well as any person or entity providing information on my background pursuant to this acknowledgment form, from any and all liability in relation to the information obtained from any and all of the above referenced sources used.

Applicant's Signature: _____

Date: _____

Applicant's Full Legal Name: _____

Applicant's Current Address: _____

How long at this address?: _____

Driver's License No.: _____

State of Issue: _____

Date of Birth: _____

Social Security No.: _____

APPLICANT COMPARISON FORM

Date:

Evaluator:

Position:

Please list the essential job requirements of the position *before* conducting applicants' interviews. After all interviews are complete, use this form to rate and compare the candidates. Please make any comments where indicated.

Key:

X = Exceeds requirements

M = Meets requirements

NM = Does not meet requirements

Essential Job Requirements	Candidates' Names				Comments
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Additional Comments:

Recommendation:

Evaluator's Signature:

CHECKLIST OF ILLEGAL INTERVIEW QUESTIONS

- ☐ **Discriminatory question:** What is your maiden name? Have you ever had your name changed legally?

Acceptable alternative: Have you ever worked or been educated under a different name?

Beware: This question is allowable only if the information is needed to verify the applicant's qualifications.

- ☐ **Discriminatory question:** Where were you born? Where were your parents born?

Acceptable alternative: Are you able to furnish the documents required by the Immigration Reform and Control Act?

- ☐ **Discriminatory question:** How long have you been at your current address? Do you own, rent, or live with relatives?

Acceptable alternative: What is your current address and phone number? Do you have an alternative address and/or phone number where you can be reached?

Beware: Any question regarding a foreign address might be considered discriminatory.

- ☐ **Discriminatory question:** What is your native language?

Acceptable alternative: What languages can you read, speak, or write?

- ☐ **Discriminatory question:** How old are you?

Acceptable alternative: Are you at least 18 years old?

Beware: You may ask for an applicant's date of birth and proof of age only after you have hired him/her. The exception is those applicants under the age of 18, from whom you will need a work permit.

- ☐ **Discriminatory question:** What religion do you practice? Which religious holidays do you observe? Will your religious beliefs affect your ability to work overtime (or weekends, etc.)?

Acceptable alternative: Working overtime (or weekends, etc.) is required here. Will you be able to meet this requirement?

Beware: There are no acceptable alternatives to questions about an applicant's religious beliefs or holidays observed.

- ☐ **Discriminatory question:** This job requires short notice overtime (or travel, etc.). Will this cause any babysitting problems for you?

Acceptable alternative: This job requires short notice overtime (or travel, etc.). Will you be able to meet this requirement?

Beware: You may not ask any questions about the names, ages, addresses, etc., of the applicant's children, spouse, or relatives unless he/she has been hired. Even then, however, you may ask only for information relevant to the job, such as information needed for health insurance, etc.

- ☐ **Discriminatory question:** Who is the nearest relative we should notify in case of an emergency?

Acceptable alternative: Whom should we notify in a case of an emergency?

- ☐ **Discriminatory question:** Have you ever been arrested?

Acceptable alternative: Have you ever been convicted of, or have you pleaded guilty or no contest to, a felony offense? Please explain.

Beware: This question should be followed by a statement that a felony conviction will not necessarily disqualify the applicant from being hired.

- ☐ **Discriminatory question:** Have you ever served in the United States Armed Forces? If so, when, and what type of discharge did you receive?

Acceptable alternative: Do you have military experience in the United States Armed Forces?

- ☐ **Discriminatory question:** How many days were you out sick last year?

Acceptable alternative: How many days were you absent from work last year?

Questions To Avoid At All Costs

The following are questions that rarely have acceptable alternatives. Avoid these unless you have a legitimate *bona fide* occupational qualification for them.

- Are you married?
- Are you planning a family?
- Have you made child care arrangements if you get this job?
- Do you have any medical problems (disabilities, etc.)?
- Have you ever been turned down for a job because of physical reasons?
- Do you have AIDS or any other infectious disease?
- Are you gay?
- What is your race?
- What color is your hair (eyes, skin, etc.)?

CHECKLIST OF STANDARD HIRING INTERVIEW QUESTIONS

- ☐ Why did you leave your last job? (Or, why are you considering leaving your current job?)

Listen between the lines: Applicants completely content in their current jobs probably wouldn't be looking for another. But be on the lookout for applicants who speak badly about their current/past employers; they may say the same things about you and your company someday. Instead, look for applicants who discuss their current/last jobs and employers diplomatically (e.g., they are looking for more responsibility, greater opportunities, etc.).

Suggested follow-up: Why have you changed jobs so frequently? (Or, why did you stay in your last job so long?)

Listen between the lines: While you may not want to become involved with a job-hopper, you shouldn't eliminate applicants who have moved on for personal growth, more responsibility, or other career-enhancing experiences.

For those applicants who have remained in the same positions for a long time, particularly in dead-end jobs, it may indicate that they are too comfortable with the status quo and are not "go-getters."

- ☐ Why did you choose to interview at our organization?

Listen between the lines: The answer to this question will show you if applicants are thorough and have done their homework. Watch out for applicants who haven't made the effort to find out at least something about your company; they may not be particularly serious about working for you.

Suggested follow-up: Why would you like to work here?

- ☐ Where do you see yourself in five years?

Listen between the lines: Watch out for applicants whose long-range goals are completely different from the job for which they're applying. Also beware of applicants whose goals are too lofty. Eliminating these types of candidates will help you to minimize turnover caused by flighty employees, or those who aren't progressing up the corporate ladder as fast as they'd like. Look for applicants whose long-range career goals "fit" with the position, and are attainable in a three- to five-year period.

- ☐ Please describe a typical working day in your current/last job.
- ☐ Have you ever been fired from a job?
- ☐ What skills do you enjoy using most, and why?
- ☐ What is your greatest strength, and how do you take full advantage of it?
- ☐ What is your greatest weakness, and what have you done to overcome it?
- ☐ How did you do on your last performance appraisal? What were the key strengths and weaknesses pointed out by your supervisor?
- ☐ What's your definition of the word "success"? How about "failure"?
- ☐ What is the biggest mistake you've made in your career? What steps have you taken to ensure it doesn't happen again?

Listen between the lines: Be wary of those individuals who blame others for the mishap, or who excessively relied on others to pull them through.

- ☐ Have you ever worked in an environment similar to this one? Please describe the similarities and differences.
- ☐ Are you familiar with the corporate culture here? How do you think you'll fit in?
- ☐ What would be the ideal way you'd envision spending your first day here?
- ☐ What were the worst working conditions you ever experienced? How did you handle them?
- ☐ What contributed to the best working conditions you've ever experienced?
- ☐ What types of work do you like best? Why?
- ☐ What types of work would you prefer to avoid, and why?
- ☐ Describe your work ethic, with examples.

☐ What interests do you have outside work that might positively affect your on-the-job performance?

☐ Tell me about the best boss you ever had. What made him/her so great to work for?

☐ Tell me about the boss you found it the hardest to work with. What made him/her so difficult to work with?

☐ Tell me in what areas you believe your current supervisor could do a better job.

Listen between the lines: The answer to this question will give you an idea of how applicants want to be supervised, as well as how they don't. An applicant who complains about a boss who delegates a job and then supervises every step of the way is giving you a different message than the applicant who objects to a lack of direction.

☐ How does your boss get you to do your best work?

☐ What do you feel an employer owes its employees? How about what employees owe their employers?

☐ If you started working for us tomorrow, what could you contribute immediately?

- ☐ If you are offered this position, how much notice will you have to give your current employer?
- ☐ How would your co-workers describe you?
- ☐ Did you ever have to deal with a co-worker who wasn't pulling his/her weight? What did you do about it?
- ☐ How would you respond to a co-worker who suggests an improvement that you know won't work?
- ☐ Have you ever been faced with another person stealing credit for an idea you came up with? How'd you handle it?
- ☐ Have you ever been a member of a committee or workplace task force? What issues did you tackle, and what were the results?
- ☐ Do you consider yourself more task-oriented or project-oriented?

Listen between the lines: Task-oriented individuals generally assume a strict interpretation of their job responsibilities and require a structured environment with feedback and direction. Project-oriented individuals are more apt to make independent decisions and

prefer a hands-off management style. Check the job description carefully to determine which type is best suited to the job.

☐ What strategies have you found to work best when trying to sway someone to your point of view?

☐ How do you handle breaks in routine, interruptions, and last-minute changes?

Suggested follow-up: Tell me about a time you became frustrated or flustered because of job pressures. How'd you handle it?

☐ If you could attend a class or seminar, what would the topic be, and why?

☐ Have you ever been passed over for a promotion for which you felt you were most qualified? What did you do about it?

☐ What aspect of this job as I've described it appeals to you most? The least?

☐ What will you do if you don't get this position?

☐ Why should I hire you?

Use the following spaces to fill in additional questions to ask the applicants for this particular position.

☐☐☐☐☐

Confirmation of Training

Subject Trained on Legal and Illegal Interview Questions and JSCC's Interviewing Process

Trained by Powerpoint and handouts

Date: _____

By signing below you agree that you understand the information received during this training session:

[illegible]

INTERVIEWER'S REPORT

Date:

Applicant's Name:

Position Applied For:

Interviewer:

Education	Considerations Relevance of schooling Intellectual abilities Versatility Motivation, interests
<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Unsatisfactory	
Work History	Considerations Adaptability Productivity Motivation Relevance of experience
<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Unsatisfactory	
Community College Experience	Considerations Number of Years Motivation Relevance of experience
<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Unsatisfactory	
Activities and Interests	Considerations Maturity Judgment Diversity of interests Values Goals
<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Unsatisfactory	

Summary of Strengths	Considerations Talents Skills Knowledge Motivation
<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Unsatisfactory	
Summary of Weaknesses	Considerations Shortcomings Limitations Additional training
<p>Estimated training required to overcome weaknesses:</p> <input type="checkbox"/> Minimum training <input type="checkbox"/> Moderate training <input type="checkbox"/> Maximum training	
<p>Overall Rating:</p> <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Unfavorable	
<p>Summary and Recommendations</p> <input type="checkbox"/> In favor of hiring (specify assets and values): <input type="checkbox"/> Against hiring (specify liabilities and risks): Final recommendations (consider strengths, weaknesses, training, and overall potential): 	

Insert Applicant Name and Address

Dear [Name of Applicant]:

It was a pleasure meeting you during your interview for the position of [Name of Position]. Your credentials and accomplishments are impressive.

We have reviewed your background and experience, and although your qualifications are excellent, we have decided another candidate more closely fits the position's requirements at this time.

I would be happy to keep your résumé on file for 45 days for consideration of future job openings that may be more appropriate.

In the meantime, thank you for your interest in Jackson State Community College. We wish you the best of luck in your job search.

Sincerely,

Hiring Committee Chair

Applicant name and address:

Dear [Name of Applicant]:

Thank you for your response to Jackson State Community College's recent advertisement for the position of [Name of Position]. We appreciated the opportunity to review your qualifications.

Although we are impressed with your abilities and accomplishments, we have filled the position with another candidate whose qualifications are better suited to our current needs. We will retain your résumé for 45 days in the event that a more appropriate career opportunity becomes available.

Thanks again for your interest in Jackson State Community College. We wish you the best of luck in your job search.

Sincerely,

Hiring Committee Chair

Applicant Name	Reason for Consideration/Not Considered	Race To Be Completed By HR	Gender To Be Completed By HR

**** Disposition Key**

NORE - No Rehire

NMQ - Not Minimally Qualified

INC - Incomplete

UN - Unsolicited

DECI - Declined Interview

NOI - No Interest

NSHO - No Show Interview

NOPE - No Openings

NBQ - Not Best Qualified

DECJ - Declined Job Offer

NORT - No Report

HIRED

LM - Left Message (They didn't return call)

OE - Other Employment

NSPHYS - No Show Physical

1. Applicant Authorization for Reference Checks – signed by each of the final candidates
2. Applicant Authorization for Background Check – signed by each of the final candidates
3. Copies of No-Thanks letters to all applicants.
4. Copy of the E-mail approval for candidates and interview questions.
5. Copy of Consideration Report