

**Columbia State Community College**  
Office of Human Resources

**Affirmative Action Procedures for  
Screening and Interviewing Applicants**

Position \_\_\_\_\_ Position No. \_\_\_\_\_

The office human resources met with the applicant review panel and conducted training on the affirmative action process. Each member was instructed and agreed to review Columbia State Policy 05:01:00 Equal Employment Opportunity, Affirmative Action and Nepotism.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Or

All members of the applicant review panel had previously participated in affirmative action training. Therefore, the hiring supervisor reviewed the process with the panel. Each member of the panel was instructed and agreed to review Columbia State Policy 05:01:00 Equal Employment Opportunity, Affirmative Action and Nepotism

Signature: \_\_\_\_\_ Date: \_\_\_\_\_