

**MAINE COMMUNITY COLLEGE SYSTEM
PROCEDURES MANUAL**

**PERSONNEL AND EMPLOYEE RELATIONS
Section 414.1**

SUBJECT: RECRUITMENT AND HIRING

PURPOSE: The following procedures are established to provide persons involved in the hiring process with the necessary guidance to expeditiously recruit and select personnel. They are designed to ensure compliance with federal and state Equal Employment Opportunity and Affirmative Action laws.

1. **Identification of Vacancy** – The hiring authority must complete a Recruitment Request. Forms are available in the Business Office and must be approved by the President or designee prior to any search effort.

Position vacancies with previously approved job classifications and a guaranteed funding source may then be posted internally and advertised.

New or revised vacant positions must be forwarded to System Office Human Resources to establish the bargaining unit and salary range for the position. Advertising should not proceed prior to notification from System Office Human Resources. Please allow adequate time for completion of the classification process. The classification process will require completion of the following documents, which are available in the Business Office:

- a) staff positions – FJA – 1 form and Position Action Request
 - b) Administrative and confidential – Job Description Questionnaire and Position Action Request
 - c) Faculty – Position Action Request
2. **Advertising of Vacancy** – In conjunction with the Business Office and the Affirmative Action Officer, the hiring authority must complete a Vacancy Announcement Form which is available from the Business Office. The vacancy announcement must correlate with the job description and minimum job requirements must agree with established position language. All vacancy announcements to be published in classified advertising must be accompanied by a purchase requisition.

Whenever a position is created or vacated, a potential promotion or transfer opportunity exists for current MCCS employees. Vacancy announcements for budgeted positions will be advertised at the seven MCCS locations for ten (10) working days prior to the closing date of the application period. [Note: Job classifications listed in Appendix B of the MSEA contract must be posted internally for ten (10) working days prior to public advertisement. All postings in the MSEA units must list only those qualifications contained in the State of Maine job class specification.] Postings should be forwarded to the Office of the President and the Business Office at each of the colleges. Additionally, the President of his/her designee should be consulted to determine if there are any employees having recall rights.

Position recruitment and advertising efforts should include additional efforts specifically made to recruit applicants from “target groups” presently under represented in a particular job category in the MCCS workforce. “Target groups” refer to the following applicants: women of all races and national origins who are applicants for positions that are not clerical in nature; minorities; disabled individuals; Vietnam era veterans, and disabled veterans.

3. **Application Materials** – All application material will be delivered to the hiring authority or to the location indicated on the vacancy announcement and should be date stamped upon receipt. Materials received after the advertised deadline will be discounted. Application material will be secured in a confidential manner and acknowledged as soon as possible.
4. **Search Committees** – The use of a search committee is strongly recommended for all supervisory, administrative, confidential and faculty positions. Membership should consist of three or more persons and should include representatives from all college constituencies. The Affirmative Action Officer may serve as an ex-officio member of the committee.
5. **Screening Process** – Establish and implement a screening process and implement a screening process which will determine the applicant who is the best batch to the position. Forms which assist in documentation of the screening process are available from the Business Office. The screening process should consist of the following stages:
 - a) Preliminary screening evaluates only required qualifications that can be objectively assessed in a yes/no judgment. If there is any question whether an applicant is minimally qualified, the applicant should be advanced to the next stage. The function of preliminary screening is to identify applicants who appear to meet the minimum qualifications for the position.

- b) Intermediate screening provides documentation that candidates were selected in an equitable manner. Intermediate screening evaluates all criteria. Documentation may contain both a quantifiable rating and comments to document the basis for the values used in the rating. Selection criteria may be given weight factors in accordance with job responsibilities. The function of intermediate screening is to identify the applicants who are finalists for the position.
- c) An outline of interview topics and a procedure for documenting the evaluation of applicants during the interview process should be developed. The college may request that finalists appear for an interview at their own expense or be interviewed by telephone. Not all applicants need to be interviewed, but it is advisable to interview the top candidates, as well as “target group” applicants who meet the position qualifications.

It is always important that screening criteria and procedures are uniformly and consistently applied to all applicants, particularly at the interview stage, which is by nature less objective than the evaluation of paper credentials.

6. **Reference Requests** – If reference checks will be included as part of the selection process, applicants must be so notified. Normally only the references of the top applicants need be checked. Prior to commencing reference checking, prepare a guide to be used during the inquiry to ensure that the same job related questions are asked about each of the referenced applicants. If one applicant is eliminated due to poor references, references must be solicited on all remaining top applicants. All information obtained from references should be completely documented.
7. **Hiring Process** – Employment shall be offered on the basis of skill, knowledge and ability needed to perform the duties of the position. The hiring authority will select the best-matched applicant based on all available information compared to the job-related criteria as advertised. Complete the Recruitment Summary Form, which is available in the Business Office, and forward to the President or designee with the required attachments. Formal hiring and notification of the selected candidate will not take place until approval has been issued and salary identified. When the candidate has formally accepted the position, the hiring authority will arrange for the individual to receive an orientation session. Unsuccessful candidates should be notified promptly that they have not been selected for the position.
8. **Employee Orientation** – Employee orientation will take place on or before the first day of employment. The purpose of the orientation is to provide the employee with as much information as possible about benefits and privileges associated with employment within the Maine Community College System. An orientation packet will be provided by the Business Office and will contain all pertinent information and forms.

REFERENCES: MCCS Policy 414

DATE ADOPTED: December 1, 1992

DATE(S) AMENDED: January 26, 2010

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<u>Place college logo and name here</u>	College Address Telephone Number Web Site	<h2 style="margin: 0;">EMPLOYMENT APPLICATION</h2> <p style="margin: 0;"><i>Please print all information.</i></p>
MAINE COMMUNITY COLLEGE SYSTEM		
PERSONAL		
Name: <i>Last</i> <i>First</i> <i>Middle</i>		Today's Date:
Address:		Phone: Home () Work ()
City, State, Zip:		Social Security No:
Previous Maine Community College System Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No		Position Desired:
If Yes, When? Department:		Availability — Date:
Type of work you are seeking: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time		Weekend/Shift Work? <input type="checkbox"/> Yes <input type="checkbox"/> No
If Part-Time, days & hours available:		
REFERRAL SOURCE		WORK ELIGIBILITY
<input type="checkbox"/> Advertisement <input type="checkbox"/> Agency <input type="checkbox"/> Friend <input type="checkbox"/> Relative <input type="checkbox"/> Walk-in <input type="checkbox"/> Internal Posting <input type="checkbox"/> Other		Do you have the legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No Can you verify your legal right to work in the United States by providing a birth certificate, proof of citizenship or other authorization? <input type="checkbox"/> Yes <input type="checkbox"/> No

EMPLOYMENT			
<i>Start with current or most recent employer. Please give complete information for Full-Time, Part-Time and Military Positions, even if resume is attached.</i>			
1	Employed (State Month & Year)	Employer	Address City, State, Zip
	From To		
	Salary <input type="checkbox"/> Weekly <input type="checkbox"/> Annual	Supervisor — Name, Title and Phone No.	Reason for leaving
	Start End		
Job Titles and Duties:			
2	Employed (State Month & Year)	Employer	Address City, State, Zip
	From To		
	Salary <input type="checkbox"/> Weekly <input type="checkbox"/> Annual	Supervisor — Name, Title and Phone No.	Reason for leaving
	Start End		
Job Titles and Duties:			

EMPLOYMENT CON'T

Start with current or most recent employer. Please give complete information for Full-Time, Part-Time and Military Positions, even if resume is attached.

3	Employed (State Month & Year)	Employer	Address	City, State, Zip
	From	To		
	Salary <input type="checkbox"/> Weekly <input type="checkbox"/> Annual	Supervisor — Name, Title and Phone No.	Reason for leaving	
	Start	End		
Job Titles and Duties:				
4	Employed (State Month & Year)	Employer	Address	City, State, Zip
	From	To		
	Salary <input type="checkbox"/> Weekly <input type="checkbox"/> Annual	Supervisor — Name, Title and Phone No.	Reason for leaving	
	Start	End		
Job Titles and Duties:				

EDUCATION AND TRAINING

SCHOOL	NAME AND LOCATION OF SCHOOL	DATES		COURSE OF STUDY	DID YOU GRADUATE?	DEGREE/ DIPLOMA HELD
		FROM MO/YR	TO MO/YR			
High School						
College						
Graduate						
Tech/Trade						
Other						
Licenses/Certifications:						
Relevant/Specialized Training:						

SKILLS/QUALIFICATIONS	
<i>Complete information for job-related skills only</i>	
Computers:	Type of Equipment
Software:	Spreadsheet
	Word Processing
	Statistical
	Database
	Programming languages
Typing:	WPM
	Physical Plant — List Craft Skills:
Other applicable skills:	

ADDITIONAL QUESTIONS	
Do you have a current ME driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever resigned from a prior employment or volunteer position after a complaint has been received against you or your conduct was under investigation or review? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you 18 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been dismissed or discharged for misconduct from an employment or volunteer position? <input type="checkbox"/> Yes <input type="checkbox"/> No
If under 16, a work permit must be issued through local school district.	Have you ever been convicted of or entered a plea of guilty or no contest to, a crime other than a minor traffic offense? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, provide date, offense and disposition
	Disclosures to these questions are not necessarily a bar to employment..

REFERENCES				
<i>Please complete information for three references, excluding relatives.</i>				
Name	Address	Office Phone	Home Phone	Relationship

APPLICANT STATEMENT

- I certify that the information provided on this application (and accompanying resume, if applicable) is true and complete to the best of my knowledge.
- I authorize investigation of all statements contained herein and the contacting of references and previous employers. I release such persons and all parties from liability for communications involving my potential employment.
- I understand that my application for employment with the Maine Community College System ("MCCS") may be subject to public disclosure.
- I understand that neither this application nor any offer of employment from the MCCS constitute an employment contract unless a specific document to that effect is executed in writing by both the MCCS and me.
- I understand that if employed, my employment is for no specified period of time and may be ended by either myself or by the MCCS at any time.
- If employed, I understand that false or misleading information provided in my application, resume or interview(s) may result in immediate discharge.
- I agree to abide by all rules and regulations of the MCCS.

Signature _____

Date _____

College Name is an equal opportunity, affirmative action employer. The College does not discriminate in its education and employment programs on the basis of age, race, color, gender, sexual orientation, national origin, disability, or religion.

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RECRUITMENT REQUEST

No. _____

Check One:	<input type="checkbox"/> Regular Recruitment	<input type="checkbox"/> Emergency Hire
POSITION INFORMATION:	Job Title:	
College:	Department:	
Position Type: <input type="checkbox"/> Budgeted funded	<input type="checkbox"/> Temporary	<input type="checkbox"/> Term- funded
Bargaining Unit:	<input type="checkbox"/> MEA Faculty	<input type="checkbox"/> AFSCME
	<input type="checkbox"/> MEA Admin	<input type="checkbox"/> MSEA Supervisory
	<input type="checkbox"/> Confidential	<input type="checkbox"/> MSEA Support
<input type="checkbox"/> New Position? Replaced:	<input type="checkbox"/> Replacement?	Employee
RECRUITMENT INFORMATION:		
In addition to MCCS posting, will advertisement be required? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, where?		
Work schedule for position:		
Who will interview?		Phone:
PLEASE ATTACH JOB DESCRIPTION FOR ALL POSITIONS		
BUDGET INFORMATION:		
SIGNATURES:		
Hiring Authority:		

Director of Finance:	
President:	
Copies to: <input type="checkbox"/> Business Office <input type="checkbox"/> Department <input type="checkbox"/> System Office	

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SAMPLE INTERNAL POSTING

**POSITION VACANCY
COLLEGE NAME**

- ◆ **TITLE:**
 - ◆ **BARGAINING UNIT/SALARY RANGE:**
 - ◆ **MINIMUM QUALIFICATIONS: (must be in accordance with the approved job description for the position)**
 - ◆ **PREFERRED KNOWLEDGE AND SKILLS**
 - ◆ **FUNCTIONAL RESPONSIBILITIES:**
 - ◆ Application Process:
 - ◆ Application Deadline:
(college name) is an Equal Opportunity/Affirmative Action Employer.
 - ◆ Items required for newspaper advertisement.
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Note to Hiring Managers: Posting requirements governed by the applicable bargaining unit agreements are listed below. Failure to comply with these guidelines could result in a significant delay in the hiring process.

For position vacancies in all units, be sure to consult the President or his/her designee to determine if there are any MCCS employees having recall rights.

MSEA position vacancies shall be posted at each of the colleges for ten (10) work days prior to the closing of the application period. **Note:** Job classifications listed in Appendix B of the MSEA contract must be posted internally for ten (10) working days prior to public advertisement. Qualifications must be identical to those listed in the State of Maine job class specifications.

MEA Administrator position vacancies shall be posted at each of the colleges, with a copy forwarded to the President of the MCCS Administrators unit at least two weeks prior to the closing of the application period.

MEA Faculty position vacancies shall be posted at the college no less than two weeks before the deadline for accepting applications.

AFSCME position vacancies shall be posted at the college for any three workdays during any Monday through Friday period prior to the closing of the application period.

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INTERMEDIATE SCREENING & INTERVIEW RATING FORM

College Department Job Title Applicants:	Criterion/Question: Response/Score:	Criterion/Question: Response/Score:	Criterion/Question: Response/Score:	Criterion/Question: Response/Score:

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PRE-EMPLOYMENT INQUIRY GUIDE

The Maine Human Rights Act provides that no pre-employment inquiries, direct or indirect, may be made concerning a job applicant's race, color, religion, national origin, ancestry, age, sex, or physical or mental handicap. The Act does not otherwise limit the right of employers to seek full information about perspective employees or to establish the job-performance qualifications they consider essential. Whatever qualifications or standards are set, however, must be applied equally to all persons. The most important principle a hiring authority should use when developing interview questions is job-relatedness.

The following guide pertains only to inquiries, advertisements, etc., directed to an applicant prior to employment. Once the applicant is on the payroll, the employer may enter otherwise prohibited information in the individual's personnel file, provided such information is not used for any subsequent discrimination, as in upgrading or layoff. Note that employer's may not, before employment, inspect birth certificates, naturalization papers, or other such documents which indicate country of origin, but may hire a person subject to the applicant's being able to produce such proof on or after reporting for work.

The following lists of acceptable and unacceptable questions are by no means complete, but are intended to be illustrative of questions frequently asked.

Unlawful Inquiries

- ◆ What is your (your wife's) maiden name? (Inquiries regarding other names used are allowable when necessary to check applicant's references.)
- ◆ Where were you born? Are you a citizen? What is your country of citizenship? (Applicants will be required to produce proof of ability to work in the US, but only after a conditional offer of hire is made. Questions regarding other languages spoken are permissible if job-related.)
- ◆ How old are you? What is your birth date? (Applicant may be asked if he/she is over the minimum legal working age.)
- ◆ What church do you attend? To what social clubs, societies, or lodges do you belong?
- ◆ Are you pregnant? How many children do you have? Are you planning to have children? Do you have a baby sitter? Are you married or do you plan to be married soon? Are you the head of the household? (Inquiries may be made regarding the length of time the applicant expects to work or if any absences are expected, but these inquiries must be made to both male and female applicants.)
- ◆ Have you ever been arrested for a crime? (Inquiries regarding convictions are permissible.)
- ◆ Have you ever filed for or received worker's compensation? Have you ever been injured at work?

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SUGGESTED INTERVIEW QUESTIONS

1. Explain the position to candidate and what is expected – ask applicant if he/she is still interested in the position.
2. Please review your educational background, explaining how courses taken relate to the open position.
3. Do you have future career goals? Do you have further educational objectives?
4. What would you consider your greatest strength? What would you consider your greatest weakness?
5. Why are you leaving your present position and why are you interested in our position?
6. What did you like best? Least? About your previous job?
7. Please give us examples from your experience showing how you deal with multi tasks, pressures and stress.
8. Do you prefer living and working in an urban or rural environment? Explain.
9. Are you willing to travel if the position requires it?
10. May we contact your present employer?
11. When could you begin if the position were offered to you? What notice would you be required to give?
12. What questions do you have for us?
13. What prompted your interest in this position?
14. Is there some special appeal about working for this organization?
15. Why are you looking to leave your present position? Employer?
16. What questions do you have about the position? How does it fit into your overall career plan?
17. How is this position similar to/different from your previous position?
18. What aspects of your former position(s) would you prefer not to encounter?
19. What stimulates you to do your best work in your job? What do you find frustrating?
20. How do you deal/cope with frustration/stress? What do you do for fun?
21. What do you find rewarding about your work?
22. What would your bosses tell us about your work? Subordinates? Peers?

23. Will you describe your ideal working relationship with an immediate supervisor? Subordinate? Colleague?
24. Can you tell me/us about some particular achievement or accomplishment about which you are proud? Either personal or professional.
25. What has been your biggest blunder/disaster/failure to date? What did you learn from it?
26. What can you do for our organization?
27. Why should I hire you?

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RECRUITMENT SUMMARY

(Attach vacancy announcement and applicant screening forms.)

POSITION INFORMATION:		
Job Title:	College:	
Department:	BU:	Grade/Level
Composition of search committee:		
Advertisements & notices:		

APPLICANT INFORMATION:

	Applications Received	Applicants Interviewed
Women:		
Minorities:		
All Others:		
TOTALS:		

Applicant(s) Hired	Date of Offer	Date of Acceptance	Date of Rejection	Date of Employment
Salary Recommendation:		Level/Step		
ADDITIONAL INFORMATION				
SIGNATURES:				
Hiring Authority or Responsibility Center Manager:				

Director of Finance:

President:

Copies to:

Business Office

Department

System Office

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SUMMARY OF EMPLOYEE BENEFITS

Welcome to employment in the Maine Community College System. You are joining a group of professional educators and staff who are dedicated to technical education in the State of Maine. This is an orientation summary of many, but not all, of the benefits available to full-time and part-time regular employees of the Maine Community College System. For details, consult your collective bargaining agreement, or feel free to contact the Business Office.

TIME SLIPS

-Support Staff: Each employee completes a bi-weekly attendance report. On the last day worked of the pay period, the supervisor will sign the time slip and turn it in to the Business Office. Paychecks are issued on Wednesdays, 12 days after the end of the pay cycle.

-Faculty and Administrators: Complete a bi-weekly attendance report whenever sick, vacation, or other leave days are used. Give your signed time slip to your supervisor, who will sign and turn in the time slip to the Business Office.

NEW HIRE DATA FORM – Complete information on lower portion of the form, beginning with the social security number.

FORM W-4A –Please complete and sign this form for tax withholding purposes.

FORM I-9 – Verification of Employment Eligibility. Complete and present with identification. Most commonly used are a driver's license and Social Security Card.

STATE RETIREMENT AND GROUP LIFE INSURANCE FORMS – Complete all pertinent information; signatures must be witnessed. MCCS contributes 20.6% and each employee pays 7.65% of bi-weekly salary. Basic Life Insurance is paid by the employer at .13 per \$1,000 of insurance equal to your annual salary. Supplemental life insurance is available, paid by you at the same rate. **EXCEPTION:** MEA Administrators Unit have employer-paid supplemental insurance equal to the basic. Dependent life insurance is also available, paid by you at .84 for Plan A or 1.48 for Plan B per paycheck. Supplemental and dependent coverage will be effective the first day of the month following one full month of employment.

STATEMENT OF HEALTH- Complete information, obtain a witness to your signature, and retain a copy.

Fica/Medicare – MCCS and the employee each contribute 1.45% of salary.

Health Insurance Application – Blue Cross/Blue Shield. Employer pays for employee coverage and 60% of family. Benefits for part-time employees are prorated. Coverage begins the first of the month following a 30 day waiting period. You will receive your individual policy directly from BC/BS.

DENTAL INSURANCE APPLICATION – Northeast Delta. Employer pays for employee only. Benefits for part-time employees are prorated. Coverage begins the first of the month following a 30 day waiting period. All participating dentist have claim forms; otherwise, obtain forms from the Business Office.

AUTHORIZATION FOR DIRECT DEPOSIT – Your paycheck may be deposited to the checking and/or saving account of your choice. Complete first section of the direct deposit form and return with a sample deposit slip to the Business Office.

MAINE STATE EMPLOYEES CREDIT UNION - All savings, check and loan benefits are available to all employees through payroll deduction.

DEFERRED COMPENSATION – This form of tax sheltered annuity is available through payroll deduction. Return the completed information request form to the Business Office if interested.

U.S. SAVINGS BONDS – Available through payroll deduction.

UNION MEMBERSHIP – Available to those who wish to join; contact your local representative or the Business Office for further information. Union members may purchase Income Insurance.

VACATION LEAVE – Accrued as follows:

	Support Staff		Administrators
1 - > 5 years	1 day/month	0- > 2 years	15 days/year
5 - > 10 years	1 3 days/month	3 - > 7 years	20 days/year
10 - > 15 years	1 2 days/month	8 + years	25 days/year
15 - > 20 years	1 : days/month		
20 + years	2 days/month		

SICK LEAVE – An employee earns one sick day per calendar month of service accumulative to 120 days of unused sick leave. Unused sick leave in excess of the accumulative limit accrues to a lapsed balance. New faculty and administrators will be granted their full year entitlement at the beginning of their employment.

PERSONAL DAYS – Faculty, administrators and confidential employees earn two personal leave days per year.

OTHER – Workers compensation coverage, holiday schedule, bereavement leave, staff development, affirmative action plan, sexual harassment policy, and drug free work place policy will be discussed in detail during your individual orientation.

EMPLOYEE NEW HIRE DATA FORM

TO BE COMPLETED BY THE EMPLOYEE:

SOCIAL SECURITY #	LAST NAME	FIRST NAME	MI
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SUFFIX (JR., III, etc.)	PREFIX (Dr., Rev., etc.)	MAIDEN NAME	MARRIAGE NAME (if different than the name used professionally.)
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PRIMARY ADDRESS

STREET	CITY	STATE & ZIP	HOME PHONE #
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SECONDARY ADDRESS

STREET	CITY	STATE & ZIP	HOME PHONE #
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EMERGENCY CONTACT

NAME	RELATIONSHIP	EMERG. HOME PHONE #	EMERG. WORK PHONE #
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Personal Information

ETHNICITY 0=Caucasian 1=Black 2=Asian 3=American Indian 4=Hispanic 6=Other	DISABILITY YES NO	SEX MALE FEMALE	MARITAL STATUS SINGLE MARRIED
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BIRTH DATE (Mo/Day/Year)	MILITARY STATUS N = Inactive Reserve R = Retired Z = Not Applicable	A = Active Reserve O = Other Veteran V = Vietnam Veteran	REFERRAL SOURCE
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TO BE COMPLETED BY THE EMPLOYER:

EMP. NO	EMPLOYMENT TYPE: REGULAR TEMPORARY	HIRE DATE	REHIRE DATE (IF APPLICABLE)	BENEFIT DATE
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SUPV'S POSITION #	SUPERVISOR'S NAME	WORK PHONE #	POSITION NO.
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POSITION TITLE	JOB NO.	DEPARTMENT NO.	DEPARTMENT NAME	
% FULL TIME	BARGAINING UNIT	GRADE	STEP	SALARY
NEXT SALARY DATE	NEXT PERFORMANCE DATE		NEXT PERFORMANCE REASON	
COMMENTS:				