

SOUTH CAROLINA HUMAN AFFAIRS COMMISSION

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TRANSFER/PROMOTION QUESTIONNAIRE

*This document **must be** accompanied by the EMPLOYMENT INITIAL INQUIRY QUESTIONNAIRE*

Complete all portions applicable to your situation.

*Type or Print in **ink** only.*

You may add additional pages as needed. Do not write on the back of any page in this Questionnaire.

**COMPLETION AND SUBMISSION OF THIS QUESTIONNAIRE DOES NOT IMPLY OR
CONSTITUTE THE FILING OF A CHARGE.**

You are alleging that you have been unlawfully discriminated against by an employer/union with regard to being denied a transfer or promotion. Please answer the following questions carefully, because accurate information is essential to the proper drafting and investigation of a complaint of employment discrimination.

1. Your full legal name: _____
Your complete mailing address: _____
Your home telephone number: _____

2. Date of hire: _____
Job title at hire: _____
Unit and/or department at hire: _____
Pay rate at hire: _____

3. Number of times you were promoted between your date of hire and the date you applied for the transfer/promotion that you have been denied: _____

4. What is your present job title? _____

5. What was your job title at the time you sought the transfer/promotion? _____
Unit and/or department: _____
Duties and responsibilities of the job you occupied at the time you sought the transfer/promotion: _____

Pay rate: _____

6. What was the title of the job to which you sought transfer/promotion? _____
 Unit and/or department: _____
 Duties of job sought: _____

 Pay rate: _____
7. Explain the relationship between the job for which you applied and the job you held at the time you applied. _____

8. How did you learn about the job? Was it through a job announcement, fellow employee, your supervisor, etc? _____
If you have a copy of the job announcement, please return it with this questionnaire.
9. How did you apply for the job? Was it in writing, by letter, by asking your supervisor, etc? _____

If you applied in writing and have a copy of the application, please return it with this questionnaire.
10. When did you apply for the transfer/promotion? (date) _____
11. How many openings existed in the job for which you sought? _____
12. Were you interviewed for the job? Yes _____ No _____ If yes, please give the following information about the person(s) who interviewed you:
 Name: _____
 Title: _____
 Race, sex, national origin, age or religion: _____
13. What did this person say to you about the job? _____

14. What questions were asked of you during the interview? _____

15. Were you given a trial period on the job for which you sought? Yes _____ No _____
If yes, describe the trial period (length of time, kind of training, kind of supervisor, etc.):

16. Were other employees given trial periods? Yes _____ No _____

17. What qualifications were necessary for the transfer/promotion to the job you sought?
a. Length of service in a particular job? Yes _____ No _____ If yes, please explain:

b. Length of service in a particular unit/department? Yes _____ No _____ If yes,
please explain: _____

c. Length of service with the company? Yes _____ No _____ If yes, please explain:

d. Do you have, as required, the necessary length of service in the job, unit/department,
company, etc? Yes _____ No _____ If yes, please explain: _____

e. Specific educational requirements for the position? Describe: _____

f. What is your educational background? _____

g. Do you have the special training that qualified you for the transfer/promotion? _____

h. Does the employer offer informal or formal training for the position for which you
sought? _____

i. Have you taken this training? Yes _____ No _____ If yes, please explain:

18. Was your supervisor's recommendation a factor in your getting the transfer/promotion?
Yes _____ No _____ If yes, what was your supervisor's recommendation?

19. Were you tested for the transfer/promotion? Yes _____ No _____ If yes, please
describe the test(s), if you took them, and how you did on them (if you were told):

20. How and on what date were you notified that you had not been selected for the position you sought: _____

If you received a written notice and have a copy of that notice, please return it with this questionnaire.

21. What reasons were given to your for not being selected? _____

22. What is your reply to the reasons given for your not being selected for the transfer/promotion? (If what was said was inaccurate, explain how. If the reasons were not a misstatement of fact, explain what leads you to believe that it was not the real reason.) _____

23. Do you know who made the initial decision not to transfer/promote you? Yes _____
No _____ If yes, please indicate:
Name: _____
Job title: _____
Unit and/or department: _____
Race, sex, national origin, age or religion: _____

24. Do you know who made the final decision not to transfer/promote you? Yes _____
No _____ If yes, please indicate:
Name: _____
Job title: _____
Unit and/or department: _____
Race, sex, national origin, age or religion: _____

25. If the person(s) named in question 22 supervised a number of people, please indicate how many: _____ Are the people supervised mostly of the same race, sex, national origin, age or religion? Yes _____ No _____ If yes, please describe the job classifications under the supervisor's supervision, the number of people in each type of job and, as appropriate to your charge, the race, sex, national origin, age or religion of those persons. (For example, if your charge alleges discrimination based on sex, you would list the job classifications and the number of men and women employed in each classification.)

Job Classification

Number of persons by race, sex, national origin, age, etc.

26. Who got the job or jobs for which you were denied transfer/promotion? If you do not know the person's full name, tell us whatever you can about the person that would help identify him or her. In your response, please list the person's name, job title and unit/department before the transfer and his or her race, sex national origin, age or religion.

a. _____

b. _____

c. _____

27. To the best of your knowledge, do you know whether the person(s) selected for the job(s) were not qualified or were less qualified than you? Yes _____ No _____ If yes, please explain:

a. _____

b. _____

c. _____

28. Do you know of any other employees who applied for the same job and who, like you, were not selected? If so, please list below. In your response, please indicate the person's name, job title, unit/department and race, sex, national origin, age, or religion.

29. Please describe the people who currently hold the job for which you were denied transfer/promotion in terms of their race, sex, national origin, age or religion, whichever is applicable to your charge.

30. How often were you evaluated by your employer? _____
 Who evaluated you the last time?
 Name: _____
 Job title: _____
 Unit and/or department: _____
 Race, sex, national origin, age or religion: _____
31. What term or word (such as fair, good, outstanding, proficient) was used to describe your performance? _____
32. Have you ever received warnings about violations of company policies or rules?
 Yes _____ No _____ If yes, please describe the warnings. Include who gave them to you, when they were given, whether they were given, whether they were in writing and what they were for.

33. Are there persons who have specific information about your being denied the transfer/promotion? Yes _____ No _____ If yes, please give us their names, job titles, units/departments, home and work telephone numbers, and race, religion, sex, national origin or age, as applicable.
 a. _____
 b. _____
 c. _____
 d. _____
34. Please indicate for each person listed in question 32 what information they can provide the Commission.
 a. _____
 b. _____
 c. _____
 d. _____
35. Do you still wish the transfer/promotion you were denied? Yes _____ No _____
36. Please use the space below or any additional sheets to add information that will help the Commission better understand your charge.

