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| **Lane Community College - Employment Recommendation***An offer may not be made until the President has approved and signed off on recommendation.* |
| **Applicant Name:**  | **Employee Group:**Faculty [ ]  Classified [ ]  Management [ ]   | **Start date:** |
| **Posting #** |
| **Position / Job Title** | **Temporary Position:**From\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ |
| **Position #** |
| **Responsible Manager**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date:\_\_\_\_\_\_\_\_\_\_\_\_\_ **Division / Department**:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Classified:**Level / Step: Payroll Step: |
| **Faculty** Step /Code**Mgmt:**Range: |
| **Analyst:** | **Recommended Candidate:**[ ]  External [ ]  Internal  |
| **ACADEMIC HISTORY** |
| Degree | Date | Institution/Field of Study |
|  |  |  |
| **EMPLOYMENT HISTORY** |
| Position | Employer/Location | From | To |
|  |  |  |  |
| **AFFIRMATIVE ACTION REVIEW** |
| [ ]  Screening and interviewing have been conducted in compliance with our Affirmative Action standards.[ ]  The following action is needed for Affirmative Action compliance: |
| **For Affirmative Action:** | Date: |
| **REQUIRED APPROVALS** |
| 1.  **Human Resources**  Date | 3.  **Vice President**  Date |
| 2. **Executive Dean**  Date | 4.  **President**  Date |

\*ASA requires form to be typed

\*Upon completion of search return this form and all search paperwork to your analyst for processing.