

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 <input type="checkbox"/> Classified <input type="checkbox"/> Management <input type="checkbox"/>		Start date:
Position / Job Title		Temporary Position: From _____ to _____		Posting #
Responsible Manager: _____ Date: _____		Classified: Level / Step: Payroll Step:		Position #
Division / Department: _____		Faculty Step /Code		Mgmt: Range:
Analyst:		Recommended Candidate: <input type="checkbox"/> External <input type="checkbox"/> 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:
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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.