

## Lane Community College - Employment Recommendation

*An offer may not be made until the President has approved and signed off on recommendation.*

<b>Applicant Name:</b>		<b>Employee Group:</b> Faculty <input type="checkbox"/> Classified <input type="checkbox"/> Management <input type="checkbox"/>		<b>Start date:</b>	
<b>Position / Job Title</b>		<b>Temporary Position:</b> From _____ to _____		<b>Posting #</b>	
<b>Responsible Manager:</b> _____ <b>Date:</b> _____		<b>Classified:</b> Level / Step: Payroll Step:		<b>Position #</b>	
<b>Division / Department:</b> _____		<b>Faculty</b> Step /Code		<b>Mgmt:</b> Range:	
<b>Analyst:</b>		<b>Recommended Candidate:</b> <input type="checkbox"/> External <input type="checkbox"/> Internal			
<b>ACADEMIC HISTORY</b>					
Degree	Date	Institution/Field of Study			
<b>EMPLOYMENT HISTORY</b>					
Position		Employer/Location		From	To
<b>AFFIRMATIVE ACTION REVIEW</b>					
<input type="checkbox"/> Screening and interviewing have been conducted in compliance with our Affirmative Action standards. <input type="checkbox"/> The following action is needed for Affirmative Action compliance:					
<b>For Affirmative Action:</b>				<b>Date:</b>	
<b>REQUIRED APPROVALS</b>					
<b>1. Human Resources</b>		<b>3. Vice President</b>		<b>Date</b>	
Date		Date		Date	
<b>2. Executive Dean</b>		<b>4. President</b>		<b>Date</b>	
Date		Date		Date	

\*ASA requires form to be typed

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