|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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.