☐ Prepare Checklist & submit to HR with required documents
☐ Prepare PTSOA: Use Payroll Code, with new hire documents
☐ Notify Candidate

↟Lane
Community College

PART-TIME PLACEMENT CHECK LIST – Faculty

No placements will be made until all applicant documents are received.

Applicant's Name:	**Submit Date:**
Department/Division:	
Contact/Extension:	
L # *if known:*	
Starting Term: (circle one) **Fall** **Winter** **Spring** **Summer**	

☐ **Title of position & Classes being taught** _____

_____

_____

REQUIRED DOCUMENTS

☐ **Attach this form** (part-time placement checklist)

☐ **Copy of Posting**

☐ **Completed Application** (detailing months/years of experience, full-time/part-time work, how many hours per week)

☐ **Transcripts are required** must show degree awarded & date, be readable, all post-secondary preferred, official preferred

☐ Resume - **optional** (for additional detail, does not replace any section of the application, helpful)

☐ Course Certification – **preferred** (must match posting minimum qualifications)

Comments:

(HR Office use only)

☐ **Contract Step/Payroll Code:**

Processing Notes:
Logged in _____
L# sent _____
Notify Dept. _____
Close log _____
ISP _____

Placement Information / Article(s)

Human Resources Analyst   Date

Additional Review(s):   Date