



**Note: Do not extend an official job offer to this applicant until after all approvals are obtained.**

## EMPLOYMENT RECOMMENDATION

Applicant's name:	Level/Step:	Starting date:
Position type: <input type="checkbox"/> Faculty <input type="checkbox"/> Classified <input type="checkbox"/> Management <input type="checkbox"/> Management support <input type="checkbox"/> Temporary from _____ to: _____		
Job Title/Department:		Date:
Department Manager/Division Chair:		

### APPLICANT'S ACADEMIC HISTORY

Degree	Date	Institution/Field of Study

### APPLICANT'S EMPLOYMENT HISTORY

Position	Employer/Location	From	To

### AFFIRMATIVE ACTION REVIEW

<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:	
Director of Affirmative Action:	Date:

### REQUIRED APPROVALS

1. Human Resources <span style="float: right;">Date</span>	3. President <span style="float: right;">Date</span>
2. Vice President <span style="float: right;">Date</span>	
<b>VICE PRESIDENT'S OFFICE: PLEASE NOTIFY HUMAN RESOURCES PRIOR TO FORWARDING THIS FORM TO THE PRESIDENT'S OFFICE FOR SIGNATURE.</b>	