

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

## EMPLOYMENT RECOMMENDATION\*

Applicant Name:	Level/Step:	Start date:	Position #
<b>Employee Group:</b> <input type="checkbox"/> Faculty <input type="checkbox"/> Classified <input type="checkbox"/> Management <input type="checkbox"/> Management support <input type="checkbox"/> <b>Temporary</b> from _____ to: _____ <b>Position Title/Department:</b>			<b>Recommended Candidate:</b> <input type="checkbox"/> Internal <input type="checkbox"/> External  <b>Posting #</b> _____
<b>Manager/Division Dean:</b>		<b>Date:</b>	<b>Analyst:</b>

### 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:	
<b>For Affirmative Action:</b>	<b>Date:</b>

### REQUIRED APPROVALS

1. <b>Human Resources</b>	Date	3. <b>Vice President</b>	Date
2. <b>Executive Dean</b>	Date	4. <b>President</b>	Date

**VICE PRESIDENT'S OFFICE: PLEASE NOTIFY HUMAN RESOURCES  
PRIOR TO FORWARDING THIS FORM TO THE PRESIDENT'S OFFICE FOR SIGNATURE.**

\*ASA requires form to be typed

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