☐ Send Initial Placement form to employee for signature
☐ Send Initial Placement form to department  for signature
☐ Send copy of form to department

**Lane**
Community College

# PART-TIME PLACEMENT CHECK LIST

Please be certain that all of the following are included in this packet.  Attach this cover sheet to all application packets for part-time placement. **No placements will be made until all information is received.**  This is very important to assure accuracy and consistency in placing part-time employees

| **Applicant's Name:** | **Date:** |
|---|---|
| **Department/Division:** | |
| **Department Contact:** | |
| **L Number:** | |

☐ **Title of position** _____
    ☐ **Courses this instructor will be teaching (if known):**
_____ _____
_____
_____

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

☐ **Transcripts** (please be certain that most recent transcript is included)

☐ A resume (OPTIONAL) (if employee would like to include more detail than what the application allows, please have him/her include a resume for consideration)

Comments:

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(HR Office use only)
☐ **Complete: Ready for PTSOA/PAF**
    **Step:**

**Waiting on the following from department**
☐ Transcript
☐ Application
☐ Additional information (e.g. dates/hours worked)

| Comments: |
|---|
| |
| |
| |

_____
Human Resources Analyst                                      Date

Reviewed by: