



Oconee Fall Line Technical College
REQUEST TO RECRUIT/RECOMMENDATION TO EMPLOY

Position: _____ Division: _____ Campus Location: _____

(Please attach a Draft Position Announcement if recruitment)

Position is: [] New [] Replacement For:

Position Type: [] Full Time [] Part Time Staff [] Part Time Faculty

Proposed Salary: _____ Proposed Hours: _____

Type of Contract: [] 12 mo [] 11 mo [] 10 mo [] 9 mo [] Other: _____

Fund Source for Position _____ Percentage _____

Justification (ie Job Duties, Projected Hours/Schedule, Need for the Position) :

Recruitment Plan [] Internal Search Only [] External Search

In addition to STC and TCSG Web sites:

[] Sandersville Progress (includes Sparta Ishmaelite)

[] Courier Herald – Dublin

[] Telfair Enterprise

[] Other Newspaper:

[] News and Farmer (includes Warrenton Clipper)

[] The Union Recorder – Milledgeville

[] The Augusta Chronicle

[] Websites:

Interview Committee Members: _____

Special Instructions for Interview Process (presentation, work test, etc.): _____

Recommended Candidate: _____

Table with 4 columns: Required Forms/Information, Yes, No, N/A. Rows include Application, Resume, Unofficial/Official College Transcript, Criminal Background Request Form, Faculty Credential Approval Form.

(Adjunct Faculty positions require all credential forms to be submitted with this Recommendation to Employ.)

Special Conditions of Employment: _____

Director/Dean: _____ Date: _____

Vice President/Provost Approval: _____ Date: _____

Vice President of Administration Review of Budget: _____ Date: _____

Director of Human Resource Receipt/Approval: _____ Date: _____

President's Approval: _____ Date: _____