



# LEWIS-CLARK STATE COLLEGE

## Verbal Job Offer

Verbal job offer to a candidate requires the permission of the Dean and Provost.

[E-mail this completed form to the appropriate Dean's Office E-mail ([lasdean@lcsc.edu](mailto:lasdean@lcsc.edu) or [psdean@lcsc.edu](mailto:psdean@lcsc.edu))].

**WAIT FOR APPROVAL**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Salary Offer:** \_\_\_\_\_

**Special Terms:** \_\_\_\_\_  
(e.g. Moving Expense, credit towards Promotion & Tenure, etc.)

**PCN:** \_\_\_\_\_ **LCSC Position:** \_\_\_\_\_

**Basis for Recommendation:** \_\_\_\_\_

(attach sheet if more space needed)

**Approved:** \_\_\_\_\_  
**Dean**

(Dean's signature indicates Provost Approval)

**For Classified positions, include Resume (if not previously submitted).**

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*Paperwork to complete and route upon verbal acceptance of the job offer by the  
Division Chair - e-mail to the appropriate Dean's Office e-mail ([lasdean@lcsc.edu](mailto:lasdean@lcsc.edu) or [psdean@lcsc.edu](mailto:psdean@lcsc.edu)):*

1. Ask HR to initiate background check upon receiving verbal acceptance.  
Please be sure candidate understands acceptance of the position is contingent on a satisfactory background check. [E-mail the Dean and cc admin that this action has occurred.]
2. Once you have received notification of a satisfactory background check, you should initiate the Personnel Action Form- Permanent PCN ([HR Website](#)). Complete #12 with pertinent information to be included on the contract. Route for approvals as necessary.

*Once you have been notified that the background check is satisfactory, complete the [Report of Hire](#) and electronically route to [HR \(hr@lcsc.edu\)](mailto:hr@lcsc.edu).*