



LEHMAN COLLEGE – HUMAN RESOURCES
 SHUSTER HALL, ROOM 230
 250 Bedford Park Boulevard West
 Bronx, NY 10468

HIGHER EDUCATION OFFICER SERIES (Checklist)

Name of Candidate Department

ePRF Approval Attached Yes Date No

Title ¹	Minimum Qualifications	Answer
aHEO	BA	<input type="radio"/> Yes <input type="radio"/> No
HEOa	BA + 4 years	<input type="radio"/> Yes <input type="radio"/> No
HEA	BA + 6 years	<input type="radio"/> Yes <input type="radio"/> No
HEO	BA + 8 years	<input type="radio"/> Yes <input type="radio"/> No

Job ID # Date

If no Job Description please explain why?

Does this candidate meet qualifications described in Job Description? Yes No

Type of Appointment SUB Perm

Is this the first Sub appointment? Yes No If not, what number is it?

Attachments	
Job Description, if applicable	<input type="radio"/> Yes <input type="radio"/> No
Resume	<input type="radio"/> Yes <input type="radio"/> No
Table of Organization	<input type="radio"/> Yes <input type="radio"/> No
The CUNY Employment Application *	<input type="radio"/> Yes <input type="radio"/> No
HEO Packet (NT Instructional Action Form) *	<input type="radio"/> Yes <input type="radio"/> No
Reference Check Form	Yes No

Signatures (make sure to secure all appropriate signatures):

Vice President /Dean Yes No

Dir. of Diversity Yes No

Comments

Department Head Signature

¹ If you are qualifying the candidate and crediting other than the qualifications as written please attach your analysis.