



**Shasta
College**

HUMAN RESOURCES OFFICE

Date: March 9, 2015

To: Jane Doe, Administrative Assistant (SLAM)

From: Laura Cyphers Benson, Associate Vice President of Human Resources

RE: DESIGNATION OF EQUAL EMPLOYMENT OPPORTUNITY REPRESENTATIVE

You have been appointed as the Equal Employment Opportunity Representative to **District Accounting Technician** search committee.

Please feel free to come by to talk to me if you have any questions about your role in the process. Attached is the Equal Employment Opportunity Checklist that you will be completing during the screening process. Once you have finished, please sign it and return it to me.

Again, please feel free to contact me if you have any questions. Thank you for serving in this capacity.

LCB: rrm

Attachments

cc: Recruitment File