

## **Job Requisition Template**

**Job Posting Title:** Populates from **Job Posting Title**

*Be sure to include levels of title if applicable.*

Ex. Assistant, Associate, or Full Professor

**Position Type:** Populates from **Worker Sub-Type Hiring Requirement**

Ex. Professional / Unclassified

**Department:** Populates from **Supervisory Organization**

Ex. LSUAM FA - Athletics - Admin - Ops - Football (Mike the Tiger (00004236))

**Work Location:** Populates from **Primary Location**

Ex. LSU - Baton Rouge

**Pay Grade:** Populates from **Compensation Grade when position is created**

**Job Description Summary:** This functions as the “Special Instructions Field”, **do not enter the Job Description Summary in this field**

*Include any special instructions to applicants about the position and/or application requirements. These include but are not limited to:*

### **Position requires drug testing:**

Due to the nature of the position and/or position responsibilities, this position shall be subject to drug/alcohol testing in accordance with University Policy Statement 67.

### **Position is essential:**

In accordance with University Policy Statement 18, this position is considered essential and may be required to report or stay on campus in the event of emergency or closure.

### **Transcripts:**

A copy of your transcript(s) may be attached to your application (if available). However, original transcripts are required prior to hire.

### **References:**

Please provide three professional references including name, title, phone number and e-mail address.

**Letters of Recommendation:** (Typically used for Faculty positions)

Please have three letters of recommendation e-mailed to: EMAIL ADDRESS

Job Description Field Populates from **Job Description when position is created**

*When Creating the Position and Creating the Job Requisition, please include the following from the Job Description Template:*

**\*Job Descriptions are required to be attached to the position and job requisition\***

1. Job Summary, if desired
2. Job Responsibilities (If Classified, percentages of time spent on each duty must be included.)
3. Minimum Qualifications (If Classified, the Job Specifications from Louisiana Civil Service must be included.)
  - a. Degree
  - b. Experience
4. Preferred Qualifications
  - a. Degree
  - b. Experience
5. Special or Physical Qualifications (if applicable)
6. Certifications/Licenses (if applicable)

Posting Date: Populates from **Job Posting Start Date**

Ex. July 5, 2016

Closing Date (Open Until Filled if No Date Specified): Populates from **Job Posting End Date**

Ex. July 19, 2016

Additional Position Information: **Statements below are standard.**

Background Check - An offer of employment is contingent on a satisfactory pre-employment background check.

Benefits - LSU offers outstanding benefits to eligible employees and their dependents including health, life, dental, and vision insurance; flexible spending accounts; retirement options; various leave options; paid holidays; wellness benefits; tuition exemption for qualified positions; training and development opportunities; employee discounts; and more!

Essential Position (Y/N): Populates from **Essential Position**

EEO Statement:                    **Statement below is standard.**

LSU is committed to diversity and is an equal opportunity / equal access employer.

HCM Contact Information:   **Statement below is standard.**

Questions or concerns can be directed to the LSU Human Resources Management Office at 225-578-8200 or emailed [HR@lsu.edu](mailto:HR@lsu.edu)

**Comments:**

Put additional advertisement sources/special instructions for recruiters in the Comments box. Be sure to include the account to which any external advertisements should be charged.