

Job Posting 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 - HRM - Admin - Ops - Staffing (Christie Dillon (00004236))

Work Location: Populates from **Primary Location**

Ex. LSU - Baton Rouge

Pay Grade: Populates from **Compensation Grade**

Job Description Summary: Serves as **Special Instructions to Applicants**

Include any special instructions to applicants about the position and/or application requirements:

Attach All Documents: (Add statement to all unclassified and faculty positions/reqs)

Please attach ALL documents under the Resume/CV section of your application.

Transcripts: (Add statement to all unclassified and faculty positions/reqs)

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

References: (Add statement to all unclassified and faculty positions/reqs)

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

Position Requires Driver's License:

This position requires a current Louisiana driver's license. If you have a current out-of-state driver's license and you are hired, you must acquire a Louisiana driver's license and submit a copy of your license to the department prior to your hire date. Please scan and attach a copy of your driver's license with your application. If you are unable to attach a copy with the application, you must bring a copy if called in for an interview.

Job Description Field Populates from **Job Description**

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

Job Description documents are required to be attached to the position and job requisition

- ❖ Additional information about the position, department, college, etc. if applicable.
- ❖ Job Responsibilities (If Classified, percentages of time spent on each duty must be included.)
- ❖ Minimum Qualifications (If Classified, the Job Specifications from Louisiana Civil Service must be included.)
 - Degree
 - Experience
- ❖ Preferred Qualifications
 - Degree
 - Experience
- ❖ Special or Physical Qualifications (if applicable)
 - **If position requires random 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.
 - **If position is considered 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.
- ❖ Certifications/Licenses (if applicable)
- ❖ Additional Civil Service Statements: If position is Civil Service, please add all statements that may apply:
 - **Training Series:** Position is in the Career Progression Group (training series); level of position filled and pay above entry will depend on qualifications of candidate selected.
 - **SER:** Pay above \$SER AMOUNT will depend on qualifications of candidate selected.
 - **8500 OSE Test:** Pay above entry will depend on qualifications of candidate selected. Original transcript(s) are required prior to hire if they are needed to verify any college semester hours necessary to qualify. Must have a Civil Service score for the 8500-OSE (Office Support Exam) unless currently occupying a Civil Service job in the OSE Test Series with permanent status or re-employment eligibility. If you do not have a score prior to applying to this posting, it may result in your application not being considered.
 - **8100 PLE Test:** Pay above entry will depend on qualifications of candidate selected. Original transcript(s) are required prior to hire if they are needed to verify any college semester hours necessary to qualify. Must have taken and passed the Civil Service 8100-

PLE (Professional Level Exam) unless currently occupying a Civil Service job in the PLE Test Series with permanent status or re-employment eligibility. If you do not have a score prior to applying to this posting, it may result in your application not being considered.

- **9500 LEAPS TEST:** Pay above entry will depend on qualifications of candidate selected. Original transcript(s) are required prior to hire if they are needed to verify any college semester hours necessary to qualify. Must have a score for the 9500-LEAPS exam unless currently occupying a Civil Service job in the LEAPS Test Series with permanent status or re-employment eligibility. If you do not have a score prior to applying to this posting, it may result in your application not being considered.

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