



## PROGRAM SUPPORT HR TIPS

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### **LA CAREERS JOB POSTING FORM UPDATE**

*Why has the job posting form been updated?*

In an effort to capture additional relevant information on the Job Posting form, we have included three new fields that will require a response from you. First, we ask if the position description ([SF-3](#)) is current, per [General Circular 1668](#). All position descriptions should be updated at least every five years, when major duty changes have taken place, and prior to filling a vacant position at the supervisory level or above (unless the position description has been updated within the last twelve months.) If the job requires a [written exam](#), you are given the opportunity to set a minimum score as a preferred qualification. In the last new field you can ask supplemental questions that are job specific for the applicant. The use of supplemental questions will allow applicants to be easily filtered based on their responses.

To access the new form click the following link: [Request for LA Careers Job Posting](#). The LA Careers Job Posting form can also be found on the Civil Service website through the HR Professionals portal in the "Program Support Resources" section.

*We hope this **HR Tip** has been helpful to you. If you have any questions please contact Betty Davis at (225) 219-9534 or [betty.l.davis@la.gov](mailto:betty.l.davis@la.gov)*