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|  | | **Paper Agency Job Posting Request Form**  Revised: 1/2024 | | |
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| **CLASSIFIED POSTING INFORMATION** | | | | |
| Agency Name |  | | Agency Personnel Area: | |
| Work City: |  | | Job Title: | |
| Work Parish |  | | Job Code: | |
| Date to Begin Posting: | | | Date to End Posting: | |
| Name of Contact at Agency: | | | Request Type:  New Posting Request  New Continuous Posting Request  Request an Eligible List | |
| Agency Phone Number: | | |
| Agency Contact Email: | | |

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| **Open: All Qualified Applicants Considered**  Probational – up to 24 months  Job Appointment – up to 4 years  Classified WAE – 1245 hour limit per year  **Promotion: Only Permanent Employees Considered**  Agency – only agency employees considered  State – only state employees considered  **If this job requires the protective services exam, would you like to accept testing exemptions (see CSR 22.8)?**  Yes  No | Exam Plan (if applicable): |
| Position Number: |
| **If this job requires the SCS Hiring Framework Steps 1-3, as indicated here** [**https://apps01.civilservice.louisiana.gov/onestopjobinfo/Index.aspx**](https://apps01.civilservice.louisiana.gov/onestopjobinfo/Index.aspx)**, it must be attached with this form. The SCS Hiring Framework can be found here:** [**https://www.civilservice.louisiana.gov/Hiring-Framework/**](https://www.civilservice.louisiana.gov/Hiring-Framework/) |
| Supplemental questions to gather job-specific data from applicants: |
| Preferred qualifications or supplemental information to include in the posting: |

***\*Position descriptions must be up to date prior to posting.***

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| **UNCLASSIFIED POSTING INFORMATION** |
| **All applicants will be sent to the agency for consideration.**  Please provide qualifications and posting information here. |

**Electronic Submission:**

**Scan form as PDF and upload via** [**Paper Agency Portal**](https://apps01.civilservice.louisiana.gov/HRPortal/ComplianceAndAudit/PAL/PALHome.aspx) **in the HR Info Portal.**