

**LA Careers Recruitment Lifecycle and Quick Sheets**

**Insight Posting Notes**

*Revised 10/1/2021*

# *Insight Posting Notes*

Each agency must provide the following information in the “Supplemental Information” section of their Job Postings in the LA CAREERS system:

1. Agency Contact information for applicant questions
2. A notice that a written test score is required (if a test score is required by the job title)
3. A link for how to apply for written tests (if a test score is required by the job title)

The following instructions are provided for guidance and may be copied and pasted with appropriate contact information changes into the “Supplemental Information” field of your job posting.

1. **Job Titles not requiring a written test score:**

**COPY TEXT BELOW THE LINE**

**No Civil Service test score** is required in order to be considered for this vacancy.

To apply for this vacancy, click on the “Apply” link above and complete an electronic application, which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process. Further status message information is located under the Information section of the Current Job Opportunities page.

**\***Resumes WILL NOT be accepted in lieu of completed education and experience sections on your application. Applications may be rejected if incomplete.**\***

For further information about this vacancy contact:

Name of Contact Person

Agency/Department Name

Mailing Address

Phone Number

1. **Job Titles requiring a 8100 (Professional Level Exam) score:**

**COPY TEXT BELOW THE LINE**

Applicants must have Civil Service test scores for **8100-Professional Level Exam** in order to be considered for this vacancy unless exempted by Civil Service rule or policy. If you do not have a score prior to applying to this posting, it may result in your application not being considered.

Applicants **without** current test scores can apply to take the test [here](https://www.governmentjobs.com/careers/louisiana/jobs/592075/8100-ple-professional-level-exam).

To apply for this vacancy, click on the “Apply” link above and complete an electronic application, which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process. Further status message information is located under the Information section of the Current Job Opportunities page.

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Agency/Department Name

Mailing Address

Phone Number

1. **Job Titles requiring 8500 (Office Support Exam) score:**

**COPY TEXT BELOW THE LINE**

Applicants must have Civil Service test scores for **8500-Office Support Exam** in order to be considered for this vacancy unless exempted by Civil Service rule or policy. If you do not have a score prior to applying to this posting, it may result in your application not being considered.

Applicants **without** current test scores can apply to take the test [here](https://www.governmentjobs.com/careers/louisiana/jobs/712927/8500-ose-office-support-exam).

To apply for this vacancy, click on the “Apply” link above and complete an electronic application, which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process. Further status message information is located under the Information section of the Current Job Opportunities page.

**\***Resumes WILL NOT be accepted in lieu of completed education and experience sections on your application. Applications may be rejected if incomplete.**\***

For further information about this vacancy contact:

Name of Contact Person

Agency/Department Name

Mailing Address

Phone Number

1. **Job Titles requiring a 2100 (Protective Services Exam) score:**

**COPY TEXT BELOW THE LINE**

Applicants must have Civil Service test scores for **2100-Protective Services Exam (PSE)** in order to be considered for this vacancy unless exempted by Civil Service rule or policy. If you do not have a score prior to applying to this posting, it may result in your application not being considered.

Applicants **without** current test scores can apply to take the test [here](https://www.governmentjobs.com/careers/louisiana/jobs/3147666/2100-protective-services-exam-pse).

To apply for this vacancy, click on the “Apply” link above and complete an electronic application, which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process. Further status message information is located under the Information section of the Current Job Opportunities page.

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For further information about this vacancy contact:

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Agency/Department Name

Mailing Address

Phone Number

1. **Job Titles requiring a 9300 (Highway Foreman) score:**

**COPY TEXT BELOW THE LINE**

Applicants must have Civil Service test scores for **9300-Highway Foreman** in order to be considered for this vacancy unless exempted by Civil Service rule or policy. If you do not have a score prior to applying to this posting, it may result in your application not being considered.

Applicants **without** a current test score can apply to take the test [here](https://www.governmentjobs.com/careers/louisiana/jobs/152082/9300-highway-foreman-test).

To apply for this vacancy, click on the “Apply” link above and complete an electronic application, which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process. Further status message information is located under the Information section of the Current Job Opportunities page.

**\***Resumes WILL NOT be accepted in lieu of completed education and experience sections on your application. Applications may be rejected if incomplete.**\***

For further information about this vacancy contact:

Name of Contact Person

Agency/Department Name

Mailing Address

Phone Number

1. **Job Titles requiring a 9812 (Parish Highway Maintenance Superintendent) score:**

**COPY TEXT BELOW THE LINE**

Applicants must have Civil Service test scores for **9812-Parish Highway Maintenance Superintendent** in order to be considered for this vacancy unless exempted by Civil Service rule or policy. If you do not have a score prior to applying to this posting, it may result in your application not being considered.

Applicants **without** a current test score can apply to take the test [here](https://www.governmentjobs.com/careers/louisiana/jobs/152060/9812-parish-highway-maintenance-superintendent-test).

To apply for this vacancy, click on the “Apply” link above and complete an electronic application, which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process. Further status message information is located under the Information section of the Current Job Opportunities page.

**\***Resumes WILL NOT be accepted in lieu of completed education and experience sections on your application. Applications may be rejected if incomplete.**\***

For further information about this vacancy contact:

Name of Contact Person

Agency/Department Name

Mailing Address

Phone Number