|  |  |
| --- | --- |
|   | **Paper Agency Job Posting Request Form**Revised: 1/2024 |
|  |  |
| **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:       |

|  |  |
| --- | --- |
| **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.***

|  |
| --- |
| **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.**