



Request to Create or Update a Position/Job Requisition

Office of Facility Services

To request approval to create or update a position/job requisition, complete this form, obtain the required departmental approvals and submit to Madison Foss at mfoss3@lsu.edu.

Position Details

Manager		Supervisory Organization		
Position Title		Working Title		Level (If Applicable)
Position #	Person being replaced	Number of Positions	Proposed Hire Date	
PG#(s)		Position Budget or Source of Funds		
Bldg/Room #		Proposed Salary (Note: Offered salary will be dependent on candidate credentials and experience)		
Full time		Part time	# of hours	Existing Position
			New Position	

Job Description

Attach the following documents to this form before sending to your HR Analyst.

- **Job Description**
- SF3 (for classified)
- Organizational Chart

If updating a vacant position, notate any changes including:

- Title
- FTE
- Minimum and Preferred Qualifications
- Manager
- Position Description
- Physical/Special Qualifications

Posting

Internal

If internal only, please provide justification/approved memo

External

Waiver of Advertisement

Send approved waiver documentation to HR Analyst

Alternative posting Sites & Account Numbers

Posting time (Example: Classified = 2 weeks / Professional= open until filled)

Justification (if applicable)

Hiring Manager

Name	Phone	Email
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Approving Authority

Approving Authority Signature

Date

Approving Authority Signature

Date