



Request to Create or Update a Position/Job Requisition

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

Position Details		
Manager:	Supervisory Org:	
Position Title:	<input type="checkbox"/> New Position <input type="checkbox"/> Existing Position	
Working Title:	Position #: _____	
Level (If Applicable):	Person being replaced: _____	
	Number of Positions: _____	
	Proposed Hire Date: _____	
Position <input type="checkbox"/> Full time or <input type="checkbox"/> Part time _____ # of hours	Source of Funds: _____	
	Position Budget: _____	
Bldg/Room #: _____	Proposed Salary: _____	
	Additional Source of Funds: _____	
Job Description		
Attach the following documents to this form before sending to your HR Analyst: <ul style="list-style-type: none">• Job Description (Please click here to complete a job description template)• SF3 (for classified)• Organizational Chart		If updating a vacant position, notate any changes including: <ul style="list-style-type: none">• Title• Manager• FTE• Position Description• Minimum and Preferred Qualifications• 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:

Hiring Manager: _____ Date: _____

Department Head: _____ Date: _____

Executive Director- Finance: _____ Date: _____