

## CLASSIFIED POSITION BECOMES VACANT

- Supervisor reviews job description for possible changes – get with HRM if changes are needed.
- Write memo for approval from administration to fill position.
- After approved by Budget and Chancellor, contact HRM to begin advertising on LaCareers and LSUA website.
- After the position closes in LaCareers, HRM will forward a list of eligible applicants.
- Supervisor then interviews their selections. For each person selected the interview dates and times need to be sent to HRM as well.
- Then they need to notify HRM with the selection before a job is offered.
- HRM will make tentative job offer, get the background check, set the salary, and work with you to get a pending hire date.
- At that point, another memo needs to be submitted by the department to administration requesting the specific person with title, pay, account number and effective date of hire.

HRM will need a copy of their job description and an updated organization chart.

On or before employees' first day of hire they need to go to HRM to complete a packet, turn in a picture ID and Social Security card, and sign the contract letter which is provided by HRM.