

GRATIS POSITION BECOMES VACANT

- Supervisor reviews job description for possible changes – get with HRM if changes are needed.
- Write memo for approval from administration (Chancellor) to fill position.
- Supervisor can then make a tentative job offer pending a clear background check. Have the top candidate complete a background check form and return to LSUA HRM office.
- Once the background check is clear, the employee can be contacted to set the start date. Contact the Chancellor's office and HRM with all pertinent information.
- At that point, another memo needs to be submitted to administration requesting the specific person with title, 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.