

## Unclassified Staff

- Position becomes vacant
- Supervisor reviews job description for possible changes – contact HRM if changes are needed.
- Supervisor writes memo for approval from administration to fill position.
- After approved by Budget and Chancellor, contact HRM to begin advertising on LSUA website, etc.
- Supervisor sends HRM a copy of the position announcement. The fees for advertising will also need to be approved by Budget.
- After advertising; HRM will forward a list of eligible applicants to department.
- The supervisor/committee then interviews their selections.
- They 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 hire 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, pay, account number and effective date of hire.
- The contract letter is then completed by the Chancellor's office. The new hire will return the signed contract letter to Chancellor's office.
- 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.