

## Unclassified Staff

- Position becomes vacant
- Supervisor reviews job description for possible changes – contact HRM if changes are needed.
- Complete Request to Fill Vacancy form for approval from administration to fill position.
- After approved by Budget and Chancellor, HRM will begin advertising on LSUA website, etc.
- Supervisor sends HRM a copy of the position description electronically.
- The Workday system will automatically send applicants who indicate they are eligible to the hiring manager.
- Supervisor then interviews their selections. *For each person selected the interview dates and times need to be sent to HRM as well.*
- Supervisor (or HRM by request) will make tentative job offer (pending background check), and set the salary.
- Once the background check is clear, the employee can be contacted to set the hire date.
- A Hire memo needs to be submitted to administration requesting the specific person with title, pay, program number and effective date of hire.
- The contract letter is then completed by the 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.