Instructions to Ad Placement Request

1. Visit Job Posting Link for ad placement request form.
2. Complete all required fields.
   - Contact Name – Contact name for inquiries and responses from HR
   - Contact Phone – Contact phone number
   - Contact Email – Contact email for automated responses from HR
   - Department Name
   - Job Title – Title that should appear on ad
   - Position Control Number – if there is not one, simply enter "1"
   - PeopleSoft Position Number – if there is not one, simply enter "1"
   - Chart String – Funding source chart string for payment
   - Ad Text – Body of Ad to include duties, mission, or description of position. If there are special closing dates, include in this area.
   - Begin HR Website Post Date – Date job posting will appear on HR's website. Please use Friday of the week since postings will be updated weekly.
   - End HR Website Post Date – Date to remove job posting from HR's website. Position will be removed on Friday of the week, if end date is prior to that within the week.
   - Qualification Requirements – Provide the minimum and desired qualification requirements for the position.
   - Applicant Instruction – Provide detailed instruction on how to apply, who and where to submit resumes, cover letters, etc..
   - Payment Type – Select payment option for job posting. If it's only on HR website, just indicate as "p-card"
   - Media Source – Check all applicable media sources where job posting will appear. If ad will be placed by department in multiple websites and/or journals, only one to two sources have to be provided in "website address" and "other media source" fields.
   - Special Instructions to HR – Provide any special instructions that HR needs to be aware of. For example, "post on Sunday only in Professional Section" or "Requesting for internal advertising only based on PM-55"
3. Click on submit once completed.

If there are any revisions that need to be made, a new request will have to be submitted. Please be sure to check the box indicating an update/correction is made to recently submitted ad.

☐ This is an update/correction to a recently submitted ad.
  An email will be sent to hrmadplacement@lsuhsc.edu alerting them of the ad revision.

[Submit]   Please contact Human Resources at 504-568-4947 if you have questions.

Email confirmation will be sent to contact email regarding ad request submission. Upon HR's review and approval, an approval email will be sent to contact email.